

AUTHORIZED SIGNATURES

BANK ACCOUNTS

The Orleans Parish School Board, in accordance with state law, shall require the President, Vice-President, and Superintendent, as secretary-treasurer, or any two (2) officers or persons designated by the School Board, to sign any and all checks issued in payment of expenditures. The School Board authorizes the use of a facsimile signature device for those persons designated to sign checks. The Superintendent shall establish and maintain appropriate administrative procedures assuring the proper issuance of all checks.

The Superintendent shall be authorized to open bank accounts as necessary and to manage all investments of the School Board.

GENERAL CONTRACTS

Contracts obligating the School Board or school district shall be countersigned by the President of the School Board, the Superintendent, and/or appropriate personnel. Any person purporting to enter into any contract on behalf of the School Board, school district, or any school under the School Board's jurisdiction, including but not limited to contracts with vendors or contracts of membership in any private or quasi-public entity, shall do so in compliance with policies adopted by the School Board and administrative procedures in effect at the time the contract is executed.

All documents requiring the signature of the President shall first be examined and approved by the Superintendent or designee, who will attach a note or memo indicating that the document has been examined and approved for signature. After the President signs the document, it shall be returned to the Superintendent or designee for proper recording, disposition, and filing. No staff member shall be authorized to sign for the School Board President.

Incidental right-of-way agreements may be approved and signed by the Superintendent or his/her designee.

BILLS, INVOICES, STATEMENTS

The School Board directs that only authorized school employees shall sign bills, invoices, or statements in accordance with pertinent accounting procedures.

TEACHER CONTRACTS

The Superintendent shall sign each teacher contract.

SCHOOL CHECKING ACCOUNTS

The School Board authorizes principals to open bank accounts for their schools and related clubs and organizations. The use of checking accounts at schools shall be in accordance with appropriate accounting regulations and procedures maintained by the Superintendent or his/her designee.

The Superintendent shall be given authority to make changes on school checking accounts as each school principal or school administrator changes, or at any other time deemed necessary, without the necessity of any additional resolution being adopted by the School Board. School Board personnel shall monitor the appropriateness of each checking account and shall be authorized to recommend to the Superintendent the closure of any account deemed necessary.

Revised: February 16, 2017

Ref: La. Rev. Stat. Ann. §§17:81, 17:83, 17:97; Board minutes, 2-16-17.