SURRY SCHOOL BOARD POLICY

DGA - Authorized Signatures

The Superintendent is directed to create internal controls to ensure that contracts, checks and other official documents are accurate, authorized and signed by the appropriate persons and that necessary actions are taken to prevent mistakes, fraud, embezzlement and District liability, and to comply with applicable state or federal laws and regulations.

In general, the Superintendent may sign documents on behalf of the District or the Board. When a signature of one Board member is required, the Chair, or in his/her absence, the Vice Chair, is authorized to sign on behalf of the Board. The Superintendent shall have the authority to sign contracts and other documents on behalf of the School Board that pertains to the operation of the District and consistent with Board Policy.

Other District personnel and District officials (e.g., Treasurer) are authorized to sign documents on behalf of the District or School Board as required by any statute, regulation, or Board policy or as directed by the Superintendent. The Business Administrator is authorized to sign documents on behalf of the District that pertains to state financial reporting, financial audit information, and the business operations of the District. The Director of Special Education and Student Services is authorized to sign documents on behalf of the District that pertains to state educational reporting and the educational operations of the District.

Execution of a document on behalf of the District or the Board is indication by the person so signing that the document is accurate, has been adequately approved by the Board or Superintendent as appropriate and necessary, and is in the best interest of the District.

An electronic signature may be used whenever a signature is required, unless there is a specific statute, regulation, or policy that requires a document to be signed in non-electronic form.

The School Board reserves the authority to sign contracts with the Superintendent, Business Administrator, Director of Special Education and Student Services, and the District Bookkeeper providing SAU services.

Legal Reference: RSA 197:23-a, Treasurer's Duties
RSA 294-E, Uniform Electronic Transfers Act

First Reading: 5/18/2026
Second Reading: waived
Adopted: 5/18/2026