

PUBLIC SCHOOLS OF BROOKLINE POLICY MANUAL

SECTION D FISCAL MANAGEMENT

10. Authorized Signatures:

(Voted 3/20/78, #78-84; 6/19/78, #78-295; 2/21/82, #82-533; 5/4/17; #17-51)

The School Committee shall designate by vote one member who will sign the payroll and accounts payable warrants presented by the School Business Administrator. Said vote shall be provided to the Town Comptroller and Town Treasurer.

The School Committee shall designate the School Business Administrator to serve as the financial agent and shall authorize the School Business Administrator to sign all payroll, contracts, and warrants.

The Town Treasurer, who also serves as the School Department Treasurer, signs all checks drawn against funds under the control or responsibility of the School Department and/or School Committee. No other signature is valid unless allowed by statute.

Payroll Warrant:

Except as otherwise outlined by statute, the employee serving in the School Business Administrator role shall be authorized to sign payroll warrants presented for approval by the Town Payroll Director.

The School Committee shall designate the School Committee Finance Sub Committee Chair as the one member who will sign the payroll; presented by the School Business Administrator.

Contracts and Accounts Payable Warrant:

Contracts and Orders for Services, Supplies, Materials, and Equipment:

The School Committee establishes a binding financial obligation of the School Department as follows:

- 1) Legal and Fiscal Review:
 - a) Superintendent/Deputy Superintendent/Principals/Department Heads/Budget Managers shall be authorized to sign attesting to goods or services being relevant to the duties and responsibilities of the department attached to a requisition, thereby requesting a contract or purchase order;
 - b) The signature of the Town Chief Procurement Officer attesting to procurement laws being followed shall be required on all purchase orders and contracts; and
 - c) Town Counsel's signature attesting to form shall be required for all contracts whose value is over \$100,000.
- 2) The School Committee shall vote and sign all contracts \$100,000 or greater. The School Business Administrator shall be authorized to sign all contracts less than \$100,000 for services, materials, supplies, and equipment establishing a binding financial obligation by the school department provided that: (a) funds are available to pay for the purchase; (b) it

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has been demonstrated, in the original request or otherwise, that the goods or services are relevant to the department's purpose and function; and (c) the all signatures required under section 1 above have been obtained.

Warrant:

The School Business Administrator shall be authorized to sign all accounts payable batches.

The School Committee shall designate the School Committee Finance Sub Committee Chair as the one member who will sign the accounts payable batches/Warrants for non-Capital Improvement Plan Funds; presented by the School Business Administrator.

Capital Improvement Projects:

The School Committee shall designate the School Committee Capital Sub Committee Chair as the one member who will sign for Capital Improvement Project accounts payable batches/Warrants; presented by the School Business Administrator.

Alternate Signatures:

The Superintendent will sign Payroll Warrant and accounts payable batches/Warrants should there be a vacancy, or the School Business Administrator be absent.

The School Committee shall vote to designate an alternate signatory should there be a vacancy or absence of the School Committee Finance Sub Committee Chair or the School Committee Capital Sub Committee Chair.

Notice to Town Comptroller of absence and transfer of this signature authority will be sent by the School Business Administrator.

LEGAL REF.: M.G.L. 41:41; 41:52; 41:56