## **APPENDIX A**

## **SIGNING AUTHORITY CHART**

Position	Signing Authority
Superintendent	Board Chair or Secretary Treasurer
Associate Superintendents	Superintendent
Secretary-Treasurer	Superintendent
School Administrators	Associate Superintendent
Managers	Associate Superintendent or Secretary-Treasurer *
Teachers and Staff	Principals
Support Staff	Principal/Manager

<sup>\*</sup> Secretary Treasurer is default for all signing authority.