

## Administrative Procedure 558

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### REIMBURSEMENT SIGNING AUTHORITY

#### Background

The Division acknowledges its obligations to fulfill contracts or provide payment for those agreements into which it enters. The Division has delegated its signing authority to individuals holding designated positions in the Division and whose designation includes overseeing a budget. The Division will fulfill its obligations for those agreements entered into on its behalf only by its designated signing authorities.

#### Procedures

1. Individuals will be reimbursed for expenses only when the signature of the designated signing authority of that particular budget has been obtained.
2. Claims must be submitted within 35 days of incurring an expense.

	Superintendent	Trustee	Secretary-Treasurer	Principal	Central Office and Certified Staff
Signing Authority	Secretary-Treasurer	Chair and Vice-Chair	Superintendent	Associate Superintendent	Associate Superintendent

\*Secretary-Treasurer is default for all signing authority.