

## **Contractual Agreements Policy**

A limited number of employees and governing board officers will be authorized to sign contracts and legally bind the School, and there shall be no fewer than two individuals at all times. This policy applies to all regular contracts on behalf of the School.

### **Contracts Require Board Approval**

#### **Authorized Signers**

The Board of Directors shall provide authorization to individuals to be able to sign contracts on behalf of the School. Such approvals will be documented in the meeting minutes. Any person who is no longer entitled to approve contracts on behalf of the School will be notified in writing.

#### **Signature Levels Required**

All contracts will require two signatures, the Principal and one designee contingent that contracts are within the approved budget line items. Contracts outside of budget line items must have board approval or have a board resolution with an updated budget affecting line items.