

## Authorized Signatures

By this policy, the administration is authorized to procure and use a facsimile signature stamp containing two authorized signatures in preparing checks under the following conditions:

1. The stamp shall remain in the physical custody of, and shall only be used by the superintendent, who may not prepare checks, or in his/her absence, the deputy clerk;
2. The stamp may only be used for single expenditures if less than \$5,000, with the following exceptions:
  - a. Routine payroll-related expenditures, such as income tax withholding and PERS payments;
  - b. Routine payments such as insurance premiums which have to be pre-authorized by the Board.

All other payments exceeding \$5,000 shall require original signatures and must be pre-authorized by the Board in accordance with policy DJ - Purchasing and Payment Procedures.

END OF POLICY

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Legal Reference(s):

[ORS 294.120](#)  
[ORS 328.441](#)

[ORS 328.445](#)  
[ORS 334.240](#)