

BOARD PRESIDENT'S SIGNATURE STAMP

The Mount Laurel Township Board of Education recognizes that in certain situations, the use of the Board President's signature stamp may be warranted in order to facilitate district day-to-day responsibilities.

After the election of the Board President, a stamp of the Board President's signature will be made.

The maintenance and responsibility of a signature stamp will be the responsibility of the Board Secretary and will remain secured in the Business Office safe when not in use.

Unless otherwise specified by the Board of Education, the President and the Board Secretary shall sign all initial employee contracts. The Board of Education shall designate the use of the President's signature stamp to execute renewal contracts for all district employees.

Unless otherwise specified by the Board of Education, the President's signature stamp shall be used along with the Board Secretary and the Treasurer of School Moneys' signature on all warrants for the payment or withdrawal of Board funds.

Unless otherwise specified by the Board of Education, any other use of the President's signature stamp will require prior approval from the Board President.

The Board President's signature stamp will be returned upon completion of the Board President's term.

DATE: First Reading – May 24, 2005
Second Reading and Final Adoption – June 21, 2005

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