



RED CLAY CONSOLIDATED SCHOOL DISTRICT
ADMINISTRATIVE MEMORANDUM

SIGNATURE ON OFFICIAL DOCUMENTS | 3001.11

Official documents such as payroll reports, attendance reports, absence reports, and purchase orders require live signatures of the administrator in charge. No rubber stamp signatures are allowed.

Contracts obligating the District to the cost of goods and services are not to be signed by anyone other than the Superintendent, Deputy Superintendent, Assistant Superintendents, and/or Chief Financial Officer.

Questions about the information contained in this administrative memorandum should be directed to the Superintendent.