

# Oak Ridge Schools

## Office of the Superintendent



## Administrative Procedure 2.810

### Signature Stamp Use

## **Signature Stamp Use - Administrative Procedure**

An authorized signature of an Administrator provides key internal controls as required by State Statutes. Providing an official signature means that the Administrator has examined and approved a transaction. Many digital advances have been made to allow Administrators access to approve key documents via the District's SIS System (Skyward) and with Adobe Digital Signatures while out of the office, reducing the necessity of signature stamps except in extremely rare situations. In all instances of authorization of funds or compensation (i.e. purchase approval, timesheets, etc.) the use of signature stamps will not be permitted to replace a manual signature of an employee. The original signature of the Administrator or their backup is required in these instances. Signature stamps may be used in lieu of an original signature in accordance with the following terms, limits, and procedure.

### **Terms Defined:**

The term "Signing Authority" is defined as the person whose signature is to be applied by stamp and the term "Assignee" is defined as a person holding signature stamp authority delegated from the Signing Authority.

### **Limits:**

Requests to utilize a signature stamp shall be submitted to the Superintendent of Schools with prior approval of the Executive Director of School Leadership or Executive Director of Teaching and Learning. The Superintendent of Schools will provide final approval or denial of signature stamp use.

Specific conditions should exist prior to requesting a signature stamp. These conditions are: (1) Signing Authority is out of the office for frequent and substantial amounts of time; **AND** (2) Back-up Signing Authority is out of the office for frequent and substantial amounts of time. If both of these conditions are not met, the original signature of the back-up Administrator is required.

The application of a signature stamp should be undertaken with good business practices and is not to be used as a convenience. A signature stamp may not be used for the approval of documents which entail the commitment of funds or used to enter into contractual commitments (including employee contracts).

### **Procedure:**

A request for signature stamp shall include:

1. Specific reason for the request
2. Indication of Assignee
3. Additional limits of Assignee use of stamp, if applicable.
4. Approval/Signature of Superintendent or Designee

A signature may be affixed by a stamp so long as:

1. The instrument (stamp) used remains in a securely locked location and in the possession or under the control of the Signing Authority.
2. The signature is applied either by the Signing Authority or an Assignee
3. **Assignee initials next to stamped signature and indicates date of approval from Signing Authority.**
4. The assignment of signature stamp authority to any Assignee is documented in writing; and
5. The Signing Authority (Administrator) approves the application of the stamp by an Assignee in advance.

**Responsibilities:**

It is further the responsibility of the Signing Authority to:

1. Annually review any assignment of signature stamp authority to an Assignee.
2. Ensure that any Assignee understands this policy and the terms, limits, and procedures of the assignment of signature stamp authority, it being understood that the Signing Authority is ultimately responsible for the Assignee's actions when using the signature stamp.
3. Ensure that the stamp used for the mechanical application of a signature is placed in an appropriately secure/locked area when not in use.

See form on next page.

## Request Use of Signature Stamp

**Signing Authority:** \_\_\_\_\_

Printed name

Signature/Date

**Assignee:** \_\_\_\_\_

Printed name

Signature/Date

Signature above is indication that I have read, understand, and agree to abide by the Signature Stamp Policy as written, and the following existing conditions have been met:

- Signing Authority is out of the office for frequent and substantial amounts of time
- Back-up Signing Authority is out of the office for frequent and substantial amounts of time

Specific reason for request: \_\_\_\_\_

Additional Limits of Assignee use of stamp: \_\_\_\_\_

\_\_\_\_\_  
Signature/Date – Executive Director of School Leadership  
Or Executive Director of Teaching & Learning

**Approved**

**Denied**

\_\_\_\_\_  
Signature/Date – Superintendent of Schools

**Approved**

**Denied**