

## **AUTHORIZED SIGNATURES**

### **Payroll Warrants**

Upon the election of the new School Committee chair each spring, the full committee shall authorize the Chair to sign **Payroll Warrants** on behalf of the School Committee. School Committee members shall be notified of the date when the payroll warrant is ready for the Chair's signature and shall be entitled to review the payroll warrant.

### **Vendor Warrants**

Vendor Warrants are payments made to vendors who provide goods and services to the Arlington Public Schools and are processed three to four times per month. The Vendor Warrant shall be signed by the Superintendent of Schools or by the Chief Financial Officer or Assistant Superintendent in the Superintendent's absence. Upon creation of a **Vendor Warrant** by the School Department, the full School Committee shall be notified by email or by telephone that the Vendor Warrant is ready for review and signature. To reduce delays in payments to vendors, School Committee members are asked to review the vendor warrant within two days of notification.

Vendor Warrant summaries, including an invoice date, vendor name, and payment amount, shall be placed in the School Committee Secretary's office for review by School Committee members. School Committee members should note any conflicts on approved individual payments. Conflicts could include payments to a School Committee Member for reimbursements or payments to a vendor in which a Member or a member of his or her immediate family has a financial interest. Once a Member has reviewed the summary and invoices, s/he is asked to sign the Accounts Payable cover sheet for that warrant that will serve as his/her approval of the vendor warrant. Upon the signature of four School Committee members, the warrant shall be forwarded to Town Hall for approval and processing.

The full School Committee may vote on Vendor Warrants that have already been executed.

Revised: January 2004

LEGAL REFERENCES: MGL, 268A, Section 19: