



PURCHASING AUTHORIZATION

To ensure purchases made for Clearview Public Schools are authorized, school principals and other division leaders with purchasing authority are asked to provide a sample signature. This signature is kept by Central Services to validate signed invoices.

Only school principals or other division leaders can authorize expenses from their budgets. The school principal or division leader may choose to have additional signatures along with their own signature on invoices (additional signatures may be a school secretary or a vice-principal).

In the event the school principal or division leader is not available to authorize an expenditure, the alternate department leader (for example, vice-principal) may authorize the invoice. Where an alternate is not identified and an invoice is required to be paid, the Secretary Treasurer will review and authorize invoices.

Invoices for payment will need a signed authorization to be processed.

School/Department: _____

**Principal or
Budget Manager:** _____
(Print Name)

(Signature and Initials)

Alternate: _____
(Print Name)

(Signature and Initials)

Alternate: _____
(Print Name)

(Signature and Initials)