

MARSHALL COUNTY SCHOOL SYSTEM
Administrative Procedures
2.0R3

Effective Date: 07/30/12

Revised Date: 02/26/13 *Denotes revision; 06/26/14 **Denotes revision; 08/08/16 ***Denotes revision

Section: *Fiscal Management*

Subject: *Director's Designee(s)*

Related Policy:

I. DEFINITIONS

II. PROCEDURES

This is to certify that Teresa Moses and/or Janet Wiles are the assigned designee(s) for ***Jacob Sorrells and will be authorized to sign all purchase orders on his behalf. **Larissa Delk is the assigned designee for Food Service only. Individual items totaling over *\$2,500 or any questionable purchase order will be brought to the attention of the Director for approval.

III. ATTACHMENTS

Signature on File

Jacob Sorrells, Director of Schools