

Policy 3-102.01 Authorized Signatures

Checking Accounts

Authorized signatures for all checking accounts shall be approved by the Board. On accounts required by statute to have two (2) signatures, the signatories shall be as specified by [A.R.S. 15-1122](#) and [15-1126](#).

On accounts required by statute to have two (2) signatures, the signatories shall be as specified by the statutes.

Service of Process

The persons authorized to accept service of process on behalf of the District and/or on behalf of Governing Board members acting in their official capacity are as follows:

- A. Superintendent
- B. ~~Associate to the Superintendent and General Counsel~~ [Executive Assistant to the Superintendent and Governing Board](#)
- C. ~~Administrative Assistant to the Legal Department~~

In addition to those listed above, the District ~~Records Information Specialist~~ [Custodian of Records](#) may also accept service of process solely for documents addressed to the "Custodian of Records" for the District.

Authorization to Execute Documents

In matters approved through a properly noticed meeting of the Board, the following persons are granted authority to execute documents on behalf of the District:

- A. Superintendent
- B. ~~Associate Superintendent for School Operations~~ [for Secondary Education](#)
- C. ~~Associate to the Superintendent and General Counsel~~ [Superintendent for Elementary Education](#); and
- D. Chief Financial Officer

Adopted: August 13, 2024 [August 26, 2025](#)

Legal Authority:

[A.R.S. § 15-321](#)

[A.R.S. § 15-1122](#)

[A.R.S. § 15-1126](#)

Amphitheater Public Schools