



Catalina Foothills Unified School District #16
2101 E. River Road, Tucson, AZ 85718
(520) 209-7500 (520) 209-7570 FAX www.cfsd16.org

BOARD AGENDA ITEM

ITEM NO: 3.8

BOARD MEETING DATE: Tuesday, May 27, 2025

CONSENT AGENDA ITEM: Approval of Authorization for Use of Governing Board Signature Stamps for Fiscal Year 2025-2026

SUBMITTED BY: Lisa Taetle, Director of Finance

PRESENTED BY: Denise Bartlett, Superintendent

The Business Office utilizes signature stamps for the Governing Board to authorize the signature pages for district payment vouchers for accounts payable and payroll. This enables the district to promptly process payments to vendors and employees. All payment (expense) vouchers are reported to the Governing Board.

Use of these signature stamps must be approved by the Governing Board. The Business Office will utilize signature stamps for Gina Mehmert, Amy Krauss, and Eileen Jackson for 2025-2026 once the Governing Board authorizes this.

These stamps are only utilized by the Business Office to authorize these payment vouchers and are stored in a locked cabinet. Each use of these signature stamps is recorded in a log book. Lisa Taetle, Director of Finance, controls the use of these signature stamps.

RECOMMENDED MOTION: I move the governing board to authorize the Business Office to utilize signature stamps for Gina Mehmert, Amy Krauss, and Eileen Jackson for processing accounts payable and payroll vouchers for fiscal year 2025-2026, as presented.