

## **Purchase Order Authorization**

The following are authorized to sign all purchase orders:

Melissa Rhoads, Board Member  
Elizabeth Columbo-Kutch , Board Member  
Charles E. Taylor, Head of School  
Audrey M. Erschen, Principal

All purchase orders, payment vouchers, encumbrances adjustments must be signed by an authorized Board Member and the Head of School and the Principal.

The Board may designate a signer for purchase orders in the extended absence of one of the authorized signers listed above.

APPROVED BY THE BOARD OF DIRECTORS MAY 16, 2006

Revised by the Board of Directors February 17, 2009  
Revised by the Board of Directors August 17, 2010  
Revised by the Board of Directors November 24, 2014  
Revised by the Board of Directors August 23, 2016  
Revised by the Board of Directors January 23, 2018