

## SCHOOL BOARD BYLAWS

Agent/Deputy Agent

The division superintendent, or his designee, is authorized to act as agent for the school board in accordance with state law for the purpose of examining and approving claims against the school board and for payment thereof, signing contracts and agreements as directed by the school board, or for any other function so designated by the board. Bond for the agent shall be set by and the bonding fee paid by the school board.

Legal Reference:

Code of Va., § 22.1-122. Approval and payment of claims; warrants; prohibited acts.-- . .

B. A school board may, in its discretion by resolution, appoint an agent, and a deputy agent to act for the agent in his absence or inability to perform this duty, to examine and approve such claims and, when approved by him or his deputy, to order or authorize the payment thereof. A record of such approval and order or authorization shall be made and kept with the records of the school board. Payment of each such claim so examined and approved by such agent or his deputy shall be ordered or authorized by a warrant drawn on the treasurer or other officer charged by law with the responsibility for the receipt, custody, and disbursement of the funds made available to the school board. The warrant shall be signed by such agent or his deputy and countersigned by the clerk or deputy clerk of the school board, payable to the person or persons, firm or corporation entitled to receive such payments; provided, however, that when the agent appointed by the school board is the division superintendent and the division superintendent and clerk is one and the same person, all such warrants shall be countersigned by the chairman or vice-chairman of the school board and when the deputy agent and deputy clerk is one and the same person, the warrant shall be countersigned by either the clerk or the agent of the school board. There shall be stated on the face of the warrant the purpose or service for which such payment is made and also that such warrant is drawn pursuant to authority delegated to such agent or his deputy by the school board on the... day of ..... The school board shall require such agent and his deputy to furnish a corporate surety bond conditioned upon the faithful performance and discharge of the duties herein assigned to each such official. The school board shall fix the amount of such bond or bonds and the premium therefor shall be paid out of the funds made available to the school board." (1989)

Adopted by School Board: January 6, 1981  
Revised by School Board: February 19, 2002