

## REQUEST FOR BOARD SIGNATURE(S)

**Please note:** Please verify with the Superintendent's Office to make sure the required signees will be available to meet your signature deadline if applicable.

Deadline date for return \_\_\_\_\_

**Please briefly describe the purpose of the document needing to be signed:**

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### Signatures Needed:

\_\_\_\_\_ Superintendent (***Note:** Documents requiring both the Superintendent and a Board member signature(s) must be signed by the Superintendent first.*)

\_\_\_\_\_ Board President

\_\_\_\_\_ Board Clerk

\_\_\_\_\_ Board Treasurer

\_\_\_\_\_ All Board members

\_\_\_\_\_ Other (Please specify) \_\_\_\_\_

**Do the signatures need to be notarized?** \_\_\_\_\_ YES \_\_\_\_\_ NO

Return this document to: \_\_\_\_\_

Phone Number/Extension: \_\_\_\_\_

Thank You!