

## Signature Authorization and Control - Revenue

### **Applicability**

Written agreements are often required to clearly communicate services to be provided.

To maintain the efficient operation of ESD 123 business, specific positions within the agency have been granted signing authority. Those authorized are expected to have the necessary information and expertise to fully understand the implications of making such commitments. In addition, persons with this authority are expected to perform appropriate due diligence activities to ensure that any attendant liabilities are identified and can be effectively managed.

No matter what the agreement is called (e.g., contract, interlocal agreement, memorandum of agreement, memorandum of understanding, or grant), the document shall be drafted, reviewed, and approved in accordance with this policy prior to the ESD providing service.

### **Definitions**

**Contract Agreement:** A written agreement between ESD 123 and another party that is intended to have a binding obligation and be legally enforceable. Contract agreements contain the specific terms and conditions under which services are to be furnished. Effective contractual agreements provide a common understanding along with the essential terms and mutual obligations defined within the agreement that exist between the parties.

**Grant:** A financial award received by the agency for a specific project or body of work.

**Interlocal Agreement:** Washington state public school districts, Educational Service Districts (ESDs), and the Office of Superintendent of Public Instruction (OSPI) are considered partners in the Washington K-12 Education System. Washington state and federal law encourage and authorize the use of intergovernmental (interlocal) transactions as an economically responsible alternative to the competitive procurements process, and reflect a presumption that interlocal agreements result in the most efficient and effective use of public funds ([RCW 39.34.010](#)). [RCW 39.34](#) authorized K-12 partners to establish interlocal agreements to enable cooperation, offer economies of scale, or improve efficiency.

### **Memorandum of Agreement / Memorandum of Understanding:**

A Memorandum of Agreement (MOA) specifies terms, timelines, and responsibilities, while a Memorandum of Understanding (MOU) outlines general goals and areas of collaboration without specifics. MOAs are legally binding and can be enforced in court. MOUs are not legally binding unless they include all contract elements. An MOA establishes a framework for collaboration with defined obligations, while an MOU documents initial understanding and intent during negotiations.

**Signing Authority:** Authority delegated to specific positions within ESD 123. See SIGNATURE AUTHORITY AND SIGNATURE PROCEDURES section.

### **Processing of Contract**

Proposed contracts, interlocal agreements, and grants are to be submitted via the ESD 123 secure DocuSign™ eSignature system for review at least one (1) week in advance of desired acceptance to permit discussion and appropriate resolution of any identified concerns.

Templates of authorized ESD 123 contracts are available on the ESD intranet. All terms and conditions established within the templates are required and should not be removed without approval. If your service requires a customized template, please contact ESD 123 Contracts.

Processing of all contracts, agreements, and grants shall be completed within the ESD 123 secure contract and DocuSign™ eSignature processing system following the specified routing for each. If signed outside of the ESD eSignature system, ensure the executed document is routed within the ESD 123 DocuSign™ eSignature system following the appropriate process flow as determined by contract type and amount. ESD 123 Contracts shall receive a copy of the fully executed agreement. For grants and contracts, including the aggregate value of consortiums, co-ops, or like services provided throughout our region that are over \$50,000, provide a brief summary to the Superintendent's Office and ESD 123 Contracts upon receipt of a fully executed agreement for board notification.

**Signature Authority and Signature Procedures**

Routing for review and initial/signature shall include, at a minimum:

**6105-IA INTERLOCAL AGREEMENT:** Provided services are to a K-12 partner and are consistent with [RCW 39.34](#)

<b>ROUTE TO</b>	<b>EXPECTED TASK</b>	<b>ACTION</b>
ESD 123 Department Support Staff	Upload the contract document(s) into DocuSign™ eSignature	Initial
ESD 123 Program Administrator	Review for completeness and accuracy	Initial
ESD 123 Executive Director	Review for completeness and accuracy	Initial
ESD 123 Assistant Superintendent, Educational Services (if applicable)	Review for completeness and accuracy	Initial
ESD 123 Assistant Superintendent, Finance & Operations	Review	Initial
ESD 123 Superintendent or Designee	Final Approval	ESD Signing Authority
K-12 Partner/Public Agency Signor	Review and acceptance	Sign
ESD 123 Department Support Staff	Receive a signed copy	Request for Billing
ESD 123 Fiscal Department Staff	Receive a signed copy	Send Invoice

*ESD 123 Contracts ([contracts@esd123.org](mailto:contracts@esd123.org)) shall always receive a copy of the fully executed contract upon completion.*

**6105-F1 ESD PROVIDING SERVICES:**

<b>ROUTE TO</b>	<b>EXPECTED TASK</b>	<b>ACTION</b>
ESD 123 Department Support Staff	Upload the contract document(s) into DocuSign™ eSignature	Initial
ESD 123 Program Administrator	Review for completeness and accuracy	Initial
ESD 123 Executive Director	Review for completeness and accuracy	Initial
ESD 123 Assistant Superintendent, Educational Services (if applicable)	Review for completeness and accuracy	Initial
ESD 123 Assistant Superintendent, Finance & Operations	Final Approval (\$50,000 or less) Review before final (over \$50,000)	ESD Signing Authority Initial
ESD 123 Superintendent or Designee	Final Approval	ESD Signing Authority
Payor	Review and acceptance	Sign
ESD 123 Department Support Staff	Receive a signed copy	Request for Billing
ESD 123 Fiscal Department Staff	Receive a signed copy	Send Invoice

*ESD 123 Contracts ([contracts@esd123.org](mailto:contracts@esd123.org)) shall always receive a copy of the fully executed contract upon completion.*

**Ink Signature Required:**

If the contract requires an ink signature, the program administrator must review and obtain approval before delivering the physical contract documents to ESD 123 Contracts for further routing.

<b>ROUTE TO</b>	<b>EXPECTED TASK</b>	<b>ACTION</b>
ESD 123 Program Administrator	Review for completeness and accuracy	Initial - Ink
ESD 123 Department Support Staff	Upload the document(s) into DocuSign™ eSignature for internal review	Initial
ESD 123 Executive Director	Review for completeness and accuracy	Initial
ESD 123 Assistant Superintendent, Educational Services (if applicable)	Review for completeness and accuracy	Initial
ESD 123 Assistant Superintendent, Finance & Operations	Final Approval (\$50,000 or less) Review before final (over \$50,000)	ESD Signing Authority Initial
ESD 123 Superintendent or Designee	Final approval	ESD Signing Authority
Program Staff	Return to Vendor for Final Ink Signature	N/A

Upon receipt of a fully executed original, process it in DocuSign and ensure a copy is received by ESD 123 Contracts.

Approved: 1/25