

## TUPE Program and Fiscal Reports Signature Guidance

Report	Signature 1	Signature 2	Signature 3	Report Resubmission
<b>Grant Application</b>	<b>Lead Applicant</b>	<b>Superintendent/Designee</b>  Notes: 1. A Designee may sign as long as a copy of a recent governing board resolution or minutes that specifically authorizes the Designee to accept and sign as a proxy on financial statements and legally binding documents is uploaded in the application.  2. If the lead applicant is the assistant superintendent, the assistant superintendent may sign both as application lead and superintendent designee. No designee authorization document needs to be provided.	N/A	No signature is required unless indicated otherwise by the TUPE consultant.
<b>End-of-Year Progress Report</b>	<b>Lead Applicant</b>	<b>Superintendent/Designee</b>  Notes: 1. A Designee may sign as long as a copy of a recent governing board resolution or minutes that specifically authorizes the Designee to accept and sign as a proxy on financial statements and legally binding documents is uploaded in the application or provided to the TUPE Office.  2. If the lead applicant is the assistant superintendent, the assistant superintendent may sign both as the grantee lead and the superintendent designee. No designee authorization document needs to be provided.	N/A	No signature is required unless indicated otherwise by the TUPE consultant
<b>Annual Budget Proposal</b>	<b>Preparer</b>  Note: Depending on local program structure, a	<b>Lead Applicant</b>  Note:	<b>Fiscal Representative</b> Note: Depending on local program structure, a fiscal	Signatures are required.

	preparer can also be the lead applicant and/or the fiscal representative and thus sign under those roles too.	Depending on local program structure, the lead applicant can also be the preparer and/or the fiscal representative and thus sign under those roles too.	representative can also be the preparer and/or the lead applicant and thus sign under those roles too.	
<b>Expenditure</b>	<b>Preparer</b>  Note: Depending on local program structure, a preparer can be also the lead applicant and/or the fiscal representative and thus sign under those roles too.	<b>Lead Applicant</b>  Note: Depending on local program structure, a lead applicant can also be the preparer and/or the fiscal representative and thus sign under those roles too.	<b>Fiscal Representative</b> Note: Depending on local program structure, a fiscal representative can also be the preparer and/or the lead applicant and thus sign under those roles too.	Signatures are required.
<b>Budget Revision</b>	<b>Preparer</b>  Note: Depending on local program structure, a preparer can be also the lead applicant and/or the fiscal representative and thus sign under those roles too.	<b>Lead Applicant</b>  Note: Depending on local program structure, a lead applicant can also be the preparer and/or the fiscal representative and thus sign under those roles too.	<b>Fiscal Representative</b> Note: Depending on local program structure, a fiscal representative can also be the preparer and/or the lead applicant and thus sign under those roles too.	Signatures are required.