



ALBUQUERQUE PUBLIC SCHOOLS

Chief Finance Office

Scott Elder
SUPERINTENDENT

Tami J. Coleman
CHIEF FINANCIAL OFFICER

July 6, 2021

To: Albuquerque Public School Staff

From: Tami J. Coleman, Chief Financial Officer

Re: Signature Authority for Contracts, Agreements, etc

Just a reminder that the Board of Education enacted a signature authority directive to authorize certain individuals to obligate the District for the purchase, rental or lease of goods and services.

The Signature Authority Directive can be obtained at:

<https://www.aps.edu/about-us/policies-and-procedural-directives/procedural-directives/d.-fiscal-management/signatory-authority-for-contractual-agreements>

Please ensure you obtain the proper signatures on your contracts, agreements, etc.

If you have any questions, please contact Renette Apodaca at Renette.Apodaca@aps.edu