



Catalina Foothills Unified School District #16  
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## **BOARD AGENDA ITEM**

**ITEM NO: 5.7**

**BOARD MEETING DATE:** Tuesday, May 26, 2026

**CONSENT AGENDA ITEM:** Approval of Authorization for Use of Governing Board Signature Stamps for Fiscal Year 2026-2027

**SUBMITTED BY:** Lisa Taetle, Director of Finance

**PRESENTED BY:** Denise Bartlett, Superintendent

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The Business Office utilizes signature stamps for the Governing Board to authorize the signature pages for district payment vouchers for accounts payable and payroll. This enables the district to promptly process payments to vendors and employees. All payment (expense) vouchers are reported to the Governing Board.

Use of these signature stamps must be approved by the Governing Board. The Business Office will utilize signature stamps for Jacquelyn Davoli, Eileen Jackson, Amy Krauss, Tom Logue, and Gina Mehmert for 2026-2027 once the Governing Board authorizes this.

These stamps are only utilized by the Business Office to authorize these payment vouchers and are stored in a locked cabinet. Each use of these signature stamps is recorded in a log book. Lisa Taetle, Director of Finance, controls the use of these signature stamps.

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**RECOMMENDED MOTION:** I move the governing board to authorize the Business Office to utilize signature stamps for Jacquelyn Davoli, Eileen Jackson, Amy Krauss, Tom Logue, and Gina Mehmert for processing accounts payable and payroll vouchers for fiscal year 2026-2027, as presented.