

Authorization for Employee to be an Officer

Appropriate written approval from the principal or supervisor where the organization is located as well as where the employee is positioned must be received by the Office of Community Development before the District employee may be an officer or authorized signer on the bank account of a Parent/Exempt Organization. This approval must be requested and received each school year. Questions regarding this form can be directed to Marilyn Mann at marilyn.mann@humbleisd.net or (281) 641-8142.

Name of Organization: _____

Printed Name of District Employee: _____

Employee's Title/Position: _____

Employee's Campus/Department: _____

Office/Position Employee has been elected for: _____

Employee will be a signer on the organization's checking account? YES NO

Employee's Signature: _____

Approval by the Principal where the Parent/Exempt Organization is located:

_____ Name (printed)	_____ Signature	_____ Date
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Approval by the Principal where the district employee works:

_____ Name (printed)	_____ Signature	_____ Date
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