



**Interagency Commission  
on School Construction**

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## **LEA Representative Signature Authority**

Paper Form Due to the IAC by July 1, 2024

**June 3, 2024**

**BALTIMORE, MD** - IAC Staff require that each Local Education Agency Superintendent complete an LEA Signature Authorization Form (page 2) to designate individuals authorized to submit payment or reimbursement requests to the IAC for state-funded school construction projects. This form also now includes the designation of individuals authorized to request user accounts for LEA staff within the IAC's Business Management System (BMS) to ensure only authorized individuals are granted access.

Each individual listed on the form should provide their printed name, date, and wet signature (no digital signatures accepted).

IAC Staff request that the completed form be sent by postal mail by July 1, 2024. Revisions to the forms can be provided at any time by providing a newly completed form, or by providing a notification on letterhead if the change is to remove an individual only.

**Please mail an original copy of this form to:**

Interagency Commission on School Construction

ATTN: Hannah Sturm

351 W. Camden Street, Suite 701

Baltimore, MD 21201

The Interagency Commission on School Construction is an agency of the State of Maryland. Staff of the IAC can be reached at [iac.pscp@Maryland.gov](mailto:iac.pscp@Maryland.gov). Learn more about the IAC and its programs at [mdschoolconstruction.org](http://mdschoolconstruction.org).



LEA: \_\_\_\_\_

The following representatives are **authorized to request payments** from the Interagency Commission on School Construction for approved school construction projects in the above written LEA:

_____ Name - Print	_____ Signature	_____ Title
_____ Name - Print	_____ Signature	_____ Title
_____ Name - Print	_____ Signature	_____ Title
_____ Name - Print	_____ Signature	_____ Title
_____ Name - Print	_____ Signature	_____ Title

The following representatives are **authorized to request the creation of user accounts** in the Interagency Commission on School Construction’s Business Management System that will allow individuals to submit a variety of processes on behalf of the above written LEA:

_____ Name - Print	_____ Signature	_____ Title
_____ Name - Print	_____ Signature	_____ Title
_____ Name - Print	_____ Signature	_____ Title
_____ Name - Print	_____ Signature	_____ Title
_____ Name - Print	_____ Signature	_____ Title

Submitted by Superintendent of Schools:

_____ Name - Print	_____ Signature	_____ Title
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