**(School District Letter Head)**

**TO: Gloria Bayouth, Executive Director**

**Oklahoma State Department of Education**

**Office of Federal Programs**

**FROM:**

**DATE:**

**SUBJECT: Local Education Agency (LEA) Authorized Representative**

Dear Executive Director:

This letter serves to inform the Oklahoma State Department of Education (OSDE) that the following personnel (other than the Superintendent) are the authorized representatives to legally sign on behalf of the LEA all current fiscal year expenditures, reports, disbursements, and cash receipts filed with OSDE for the purpose and objectives set forth in the terms and conditions of the federal award(s). [2 CFR 200.415(a)]

|  |  |
| --- | --- |
| **Name** | **Title** |
|  |  |
|  |  |

This authorization will remain in effect until the end of the fiscal year, or at which time during the fiscal year OSDE will be notified in writing of any change. I am aware that LEAs are required to submit a new form each fiscal year in the Grants Management System.

I further certify that the authorized personnel listed above are employees of “District Name”.

Superintendent Signature Date

Printed Name Contact Number