

Purpose

To specify the signatures that should appear on all checks

Definitions

N/A

Policy Statement

Checks drawn on all accounts over which the Board of Education has control require the signature of the Superintendent or designee. All checks drawn on system accounts may be signed by a mechanical or electronic check writer/signature device.

The mechanical or electronic signature blanks (plates) shall be in the custody of the Director of Finance.

All check stock used by the system shall be pre-numbered or electronically numbered and maintained in the Information Technology Department to ensure internal accounting control.

All checks drawn on school accounts must contain two (2) authorized signatures (e.g., principal, secretary or designee).

Legal Reference			
Policy History	Adopted	Reviewed	Revised Sept. 13, 2005, 1 st Reading Oct. 11, 2005, 2 nd Reading