

AUTHORIZED SIGNATURES

The Board of Education authorizes the District Treasurer to sign checks for expenditures authorized by the Board either directly or through pre-audit, for the payment of all salaries and for the principal of or interest of indebtedness of the district. Student activity account checks shall be signed by both the treasurer of student activity accounts and the comptroller (Building Principal) of the extracurricular activity fund.

The Board authorizes the District Clerk, Superintendent, Treasurer and President of the Board to sign such contracts, documents, papers, agreements, writings and other instruments in writing as are authorized by the Board or required by law to be executed.

In the absence or inability of the President of the Board to sign any of the above documents, the Vice President of the Board is authorized to sign in his/her place and stead.

The Board authorizes the use of a machine check-signer to stamp school district checks with the required signature. The check signing device must be a recognized manufactured product with safeguards for the school district's protection. The Treasurer and the Business Administrator are the only people who shall possess keys to the signer. Each shall jointly keep a log of the numbers of the checks signed by this method. The log will be available to the Board for inspection at any reasonable time.

Ref: Education Law §§1720; 2523
8 NYCRR §170.1(c)(d)

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