

## **AUTHORIZED SIGNATURES**

**P6410**

The Board of Education authorizes the single signature of the District Treasurer on all district checks for the payment of all salaries, bills, expenses, obligations, and liabilities of the district. In case of the Treasurer's absence or inability to perform his/her duties, the Assistant Treasurer is authorized to sign in his/her place and stead. Extra- classroom activity checks shall be signed by both the Treasurer and a building principal.

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 has the responsibility of preventing unauthorized use of the check-signer.

The Board authorizes the District Clerk, 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.

Reviewed January 2005

Renumbered from P3410 – September 2015