School District of Florence County Chapter:

Board of Education Policy Reference: DGB

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Fiscal Management

## **CHECK-WRITING SERVICES**

The Board of Education authorizes the use of ESIGN electronic signature for all computer generated checks in accordance with the following procedures:

- 1. All payroll and voucher checks shall bear the signature of the President, Treasurer and Clerk of the Board.
- 2. The signing of blank checks shall be prohibited.
- 3. All void and spoiled checks shall be marked void and retained for a period of one year, of which then they will be destroyed per *Wisconsin General Records Schedule (Fiscal and Accounting and Related Records)*—*November 20, 2017.*

**Revised:** 12/19/17

**Approved:** 3/16/87

**Reviewed by Committee:** 4/18/89