

FINANCIAL OPERATION

Policy 3430

Accounting and Reporting

Authorized Signatures

The School Board president and treasurer and one other board member, who shall be selected by a majority vote of the Board during the annual board reorganization meeting, shall sign all checks issued by the district.

In the event that any of the three designated individuals responsible for signing all checks issued by the District are unable to perform this duty, the Board authorizes, empowers and requires the Superintendent to promptly submit a written request to all institutions in which the District maintains checking accounts to accept and pay checks drawn on district accounts with only two of the three designated signatures, until such time as the Board may appoint from among its members, another signatory.

In the event more than one of the three designated individuals responsible for signing all checks issued by the District are unable to perform this duty, the Board President or Superintendent shall call for a special board meeting to be held as soon as possible wherein, by majority vote of the quorum present, new signatories from among the active members of the Board will be designated to serve in this capacity until the next scheduled reorganization of the Board.

Board Approved: April 9, 2015