

**BARNEVELD SCHOOL DISTRICT
AUTHORIZED SIGNATURES**

District Funds

The signatures of the Board of Education President, Clerk and Treasurer shall be required on all checks (except the Petty Cash checking accounts and Student Activity Fund accounts) expending funds of this District. The Board may authorize the use of facsimile signatures. Facsimile plates, if authorized, shall be used only by authorization of the Director of Business Services.

Administrative Petty Cash Checking Account

The signature of the District Administrator or the Director of Business Services shall be required on all Administrative Petty Cash checks expending funds from this account. The balance in the Administration checking account may not exceed the amount authorized by the District Business Office.

All other Petty Cash Accounts

The signature of a Building Level Administrator shall be required on all checks expending funds from all other Petty Cash accounts. The balance in these accounts may not exceed the amount authorized by the District Business Office.

LEGAL REF: Sections 66.0607, 120.16(2), 120.17 (5) Wisconsin Statutes

CROSS REF: 662.1 Student Activity Funds Management
662.3 Expense Fund Balance management
673 Payment Procedures

ADOPTED: January 8, 2020