

Policy Information

Series 4000 - Non-Instructional/Business Operation

Check Signing

Policy # 4495, 4.95

POLICY

1995

4495

Non-Instructional/Business
Operations

SUBJECT: CHECK SIGNING

The Board authorizes the Superintendent to identify those people whose signatures will be approved for signing checks.

The Board approves the use of a check-signing machine with a plate bearing the signature of the Treasurer. All safeguards prescribed by the manufacturer will be followed. The Treasurer and the Superintendent's designee shall each keep one key for the check-signer and shall be responsible for the use of the machine.

Board Approved
7/18/95

Adoption Date: 7/18/1995
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