

AUTHORIZED SIGNATURES

The Board of Education authorizes the signature on checks issued against all accounts of the school district to be that of the Treasurer or, in his/her absence, the Board of Education President and/or Vice President, up to and including \$2,500.

Any expenses exceeding \$2,500 will require two (2) signatures to include the District Treasurer, plus the BOE President or Vice President in his or her absence. The Board also authorizes the Claims Auditor to review expenses on all district checks for bills, expenses, obligations and liabilities of the District.

Any expense checks issued to the Treasurer are to be signed by either the Board President or Vice President.

The Board hereby authorizes the use of check signing machines with safeguards for the school district's protection and with facsimile signatures of the Treasurer. Said machines shall be maintained in the exclusive and secured possession of the Treasurer.

The Treasurer shall be present and shall control the affixing of his/her signature when checks are run. He or she should maintain a log of checks signed and should verify the sequence of check numbers that are used. The signing of blank checks is expressly forbidden.

Extracurricular Activity Fund checks shall be signed by the Central Treasurer of the Extracurricular Activity Fund Student Accounts, upon receipt from the club's treasurer of a signed withdrawal request and supporting receipts.

If a disbursement must be made from an Extracurricular Activity Fund and the Faculty Advisor and/or Central Treasurer is unavailable, the Superintendent of Schools and District Clerk may sign in their absences and the District Treasurer shall notify the Faculty Advisor and/or Central Treasurer in writing.

Contracts authorized by Board resolution shall be signed by the Board President or in his/her absence the Vice-President, unless a different signatory is identified in the Board resolution. Purchase orders for goods and/or services identified in the various budget codes of the school district budget may be executed by the Purchasing Agent responsible for the procurement of such goods and/or services.

The Board authorizes the payment in advance of audit of claims for all public utility services, postage, freight and express charges, in accordance with law.

Ref: Education Law §§1720; 1724; 2523
8 NYCRR §§170.1(c)(d); 172

Adoption date: April 14, 1997

Revised & Adopted: April 9, 2007

Revised & Adopted: February 24, 2021