

EAST QUOGUE UNION FREE SCHOOL DISTRICT

AUTHORIZED SIGNATURES

POLICY 6410

The Board of Education authorizes the signature on checks issued against all accounts of the School District to be that of the Treasurer or the Deputy Treasurer in the absence of the Treasurer.

The Treasurer/Deputy Treasurer shall be present and shall control the affixing of a handwritten signature when checks are run. The Treasurer/Deputy Treasurer shall maintain a log of checks signed and should verify the sequence of check numbers that are used and sign the log book. The signing of blank checks is expressly forbidden.

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

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

Cross-ref: 6010 Fiscal Controls
 6100 Annual Budget
 6675 Extra Classroom Activity Funds
 6700 Purchasing

Ref: Education Law §§1720; 1724
 8 NYCRR 172

Adoption Date: December 12, 2016

Revised: January 30, 2024