

## **6.0 AUTHORIZED SIGNATURES/CHECK-WRITING SERVICES**

6.1 All checks drawn on the general fund shall require the signatures of the president and treasurer of the Board of Education. All other accounts (with exception of the activity fund) shall require signatures of the Board president, treasurer and Superintendent of Schools. The activity fund shall require signature of Superintendent or Director of Business Services.

6.2 Checks drawn on the building activity fund shall require the signatures of a secretary and the building principal.

6.3 All checks drawn on School District funds may be laser-signed by the Board of Education. The Director of Business Services, Accounts Payable Secretary, and Payroll Specialist shall be authorized to print laser-signed checks.

Revised: July 14, 2011