

AUTHORIZED SIGNATURES

The Board authorizes the District Clerk, Superintendent of Schools, Business Administrator, and President of the Board to sign such contracts, documents, papers, agreements, writings and other instruments in writing as are authorized by the Board or required by law to be executed.

The Board of Education authorizes the signature of the Treasurer on all district checks for the payment of salaries and for bills, expenses, obligations, and liabilities of the district. The Deputy Treasurer will have the same authority, in the absence of the Treasurer.

The Board authorizes the use of an information technology financial software program to print school district checks with the required signature. The check signing software must be a recognized product with safeguards for the school district's protection. The Treasurer has the responsibility of preventing unauthorized use of the check-signer software function.

The Treasurer and Deputy Treasurer shall maintain the security of the check signing procedure and shall not surrender or delegate that responsibility to any other individual. The Treasurer's and Deputy's signature is produced using a signature disk with appropriate security and control. The Treasurer and Deputy Treasurer shall be present and shall control the affixing of their signature when checks are run.

The Treasurer is to 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.

Student activity account checks require an original signature by the chief faculty counselor.

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

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

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