

POLICY ————— **PEQUANNOCK TOWNSHIP**
BOARD OF EDUCATION
FINANCES
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Signatures/Facsimiles

6471.1 – SIGNATURES/FACSIMILES

The Board shall name the persons who are authorized to sign checks on its accounts at the annual organization meeting and as it becomes necessary during the year.

In order to expedite the signing of warrants issued by the school district and to be signed by the official designated by law, signatures plates for use in a facsimile machine shall be purchased. Such facsimiles shall be used to sign approved warrants, and the plates shall be kept in safe custody.

The School Business Administrator/Board Secretary shall notify the depositories that facsimile signature will be used.

Adopted: 13 December 1999