

Policies of the Board of Education

Series 600: Fiscal Management

**AUTHORIZED SIGNATURES**  
(Use of Facsimile Signatures)

661.1

Signatures, including facsimile signatures of the Board president, clerk, and treasurer are to be used on checks, drafts, warrant-checks, vouchers, or other orders on public funds deposited in designated depositories. Each officer shall authorize said depository financial institutions to honor any such instrument bearing his/her facsimile signature in such form as he/she may designate and to charge the same to the account in said depository financial institution upon which drawn, as fully as though it bore a manually written signature.

The Board of Education shall purchase depositor's forgery bond insurance to protect the loss of any public funds.

Legal Ref.: Sections 66.0607 Wisconsin Statutes  
120.16(2)  
120.13(23)

Cross Ref.: 661.2, Check Writing Services

Adopted: 10/11/82

Revised: March 1994  
April 2002

Waunakee Community School District