

Policies of the Board of Education

Series 600: Fiscal Management

CHECK-WRITING SERVICES

661.2

The Board authorizes the use of check-signing software in accordance with the following provisions:

1. The treasurer, clerk and president shall sign checks in accordance with the provisions of state law and Board policy.
2. The signature document for the check-writing software shall be kept in a secure place.
3. The signing of blank checks shall be prohibited.
4. All void or spoiled checks shall be marked and retained and the signature section shall be removed and destroyed.

The check signer software will be controlled by the business manager. Administrative procedures for the use of the check signer software will be established by the treasurer and the business manager. In the absence of the treasurer, the Board president will act as assistant treasurer. The assistant treasurer performs the treasurer's functions in his/her absence.

Cross Ref: 661.1, Authorized Signatures

Adopted: 10/11/82

Revised: March 1994
November 2005

Waunakee Community School District