

POLICY

Churchville-Chili Central School District

2022

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By Laws

SUBJECT: AUTHORIZED SIGNATURES

The Board of Education authorizes the signature of the District Treasurer on all District checks for the payment of all salaries and any other non-salary payments. Student activity account checks shall be signed by the District Treasurer.

The Board authorizes the District Clerk, Superintendent, Treasurer 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.

In the absence or inability of the President of the Board to sign any of the above documents, the Vice President of the Board is authorized to sign in his/her place and stead.

The Board authorizes the use of a machine check-signer to stamp School District checks with the required signature or an electronic signature by the District Treasurer. If a check signing device is used, it must be a recognized manufactured product with safeguards for the School District's protection. The District Treasurer has the responsibility of safeguarding his/her electronic signature and overseeing preparation of checks.

Education Law Sections 1720 and 2523
8 New York Code of Rules and Regulations
(NYCRR) Section 170.1(c)(d)

Adopted: 7/10/2001

Revised: 1/8/2019; 8/11/2022