

AUTHORIZED SIGNATURES

Code **DGA** Revised **12/12**

Purpose: To establish the basic structure for the signing of checks drawn on district and school accounts.

The district superintendent is authorized to sign checks. In cases of emergency (when the district superintendent is incapacitated), the business manager is authorized to sign checks.

Principals of the respective schools will sign checks drawn on the school account. In cases of an emergency, the superintendent or business manager is authorized to sign school activity checks.

Adopted 6/2/80; Revised 11/3/97, 12/3/12