

Non-Instructional Operations and Business Services

Signing of Checks on Behalf of the District

I. Purpose

This policy defines the process for signing of checks on behalf of the school district.

II. General Statement of Policy

The school district will implement a process for the signing of checks to withdraw funds by check, draft, or warrant.

III. Procedures

Any and all funds standing to the credit of the school district, in any bank or similar financial institution, may be withdrawn by check, draft, or warrant when the same has been signed in the name of the school board in the following manner:

- A. The regular and usual signature will be by a check-signing machine or stamp which will imprint at least two of the following facsimile signatures on each such check, draft, or warrant: the chairperson, the clerk and/or the treasurer of the school board, and/or other administrators designated by school board resolution.
- B. In any emergency, including mechanical failure of the check-signing machine, or, in any event upon a determination by the majority of school board members present and voting at any regular or special meeting, checks may be hand signed by any three members of the school board.
- C. Signatories on revolving fund checking accounts will be designated by school board resolution.

Policy
adopted: 10/25/10
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INDEPENDENT SCHOOL DISTRICT NO. 273
Edina, Minnesota