

Miller Place Union Free School District

Miller Place, New York 11764

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Board of Education Policy

AUTHORIZED SIGNATURES

The Board of Education authorizes the single signature of the District Treasurer on all district checks for the payment of all salaries, bills, expenses, obligations, and liabilities of the district. In case of the Treasurer’s absence or inability to perform his/her duties, the Deputy District Treasurer(if applicable), District Clerk or Board President is authorized to sign in his/her place instead. Extra-classroom activity checks shall be signed by both the Extra-classroom Treasurer and Extra-classroom Auditor of the extra-classroom activity funds.

The Board hereby authorizes the use of an electronic check signing software function, including a flash drive or signature stamp, with safeguards for the school district’s protection and with facsimile signatures of the District Treasurer. The Treasurer, Deputy District Treasurer, District Clerk and/or the Board President shall maintain in their exclusive and secured possession their individual signature flash drive, or signature stamp. The Deputy District Treasurer, District Clerk or the Board President must place their own respective electronic or manual signature on checks and only when they are physically present.

The District Treasurer/District Clerk will confirm the check numbers issued and the District or the Deputy District Treasurer, will affix their stamp and signature to each warrant. The District Treasurer shall be present and shall control the affixing of the District Treasurer signature when checks are run or the District Treasurer shall affix the signature to the checks . He or she should maintain a log of checks signed and should verify the sequence of check numbers that are used. The signing of blank checks is expressly forbidden.

Contracts authorized by Board resolution shall be signed by the Board President or in his/her absence the Vice-President, District Clerk, Purchasing Agent or District Treasurer, unless a different signatory is identified in a Board resolution. Purchase orders for goods and/or services identified in the various budget codes of the school district budget may be executed by the Purchasing Agent responsible for the procurement of such goods and/or services.

The Board authorizes the payment in advance of audit of claims for all salaries, public utility services, postage, freight express charges, and any other payments allowed in accordance with law.

Reference: Education Law §§1720; 1724; 2523
8 NYCRR §§170.1(c)(d); 172

Adopted: 08/22/1996

Reviewed: 10/11/2006 10/28/2009 09/30/2015 12/13/2017 06/14/2023

Revised: 11/08/2006 11/18/2009 10/28/2015 01/31/2018 07/03/2023