

**DISBURSEMENT OF MONIES**

The Board authorizes the Business Manager to disperse district monies by issuance of a negotiable instrument, electronic payment, or credit/debit card that has been issued in the district’s name. In addition, the Superintendent is authorized to disperse district monies through the use of a card. Money shall only be dispersed if the following conditions are met:

1. There are sufficient moneys available in the fund from which monies will be withdrawn.
2. Money shall only be dispersed when authorized by the Board through policy or prior approval.
3. All bills/invoices shall be signed by the authorized purchasing agent.
4. Electronic payments are recorded in a format that can be reviewed and verified by the Board.
5. An itemized listing of all bills paid shall be given to the Board each month for approval.
6. Negotiable instruments shall be signed by the Business Manager and Board President.

**Online Banking**

The Business Manager is authorized to use online banking to manage district monies provided that all online transactions (e.g., transfers, withdrawals, etc.) are recorded in a format that can be reviewed and verified by the Board.

**Petty Cash**

The Board authorizes the Business Manager to establish a petty cash fund not to exceed \$400 to be kept in the school office for payment of incidental expenses. Access shall be limited to Administrative Assistant to the Superintendent, Business Manager and Career and Technology Center Office Manager and a complete account of the petty cash fund shall be provided to the Business Manager twice each year.

**Facsimile Signature**

The Board President is authorized to provide a facsimile signature in accordance with law. This signature shall not be used by nor shall it be in the custody of the Business Manager. The Superintendent shall develop measures to ensure compliance with this policy. The signature shall only be used on negotiable instruments that have received approval in accordance with this policy.

The Business Manager shall read and agree to this policy as a condition of employment.

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Complementing Policy

- HCAA, Purchasing