

**ACCOUNTING: CHECKING ACCOUNTS
CFF (REGULATION)**

CHECK SIGNING PROCEDURES

The following regulations apply to the signing of checks in the District:

1. The check signing machine for the District will be located in the business manager's office.
2. Two signatures are required on each check. Designated signatures must be agreed upon by the Superintendent and Board.
3. A duplicate set of keys to the check signing machine will be kept in an assigned place.

APPROVED – JANUARY 2015