

AUTHORIZED SIGNATURES

The Board of Education authorizes the signature of the District Treasurer and, in his/her absence or inability to perform his duties, the Deputy Treasurer, and, in the absence or inability of both to perform their duties, the Board President, and in his/her absence or inability, the Board Vice President to sign all school district checks for the payment of all salaries, bills, expenses, obligations, and liabilities of the school district. Extra-classroom activity checks shall be signed by the principal and central treasurer of the extra-curricular activity fund.

The Board authorizes the use of a secure login account to sign checks with the required signature. The District Treasurer, in conjunction and consultation with the Director Information Technology Services & Cyber Security, has the responsibility of preventing unauthorized use of the computer password or USB device.

The Board authorizes the District Clerk, Superintendent of Schools, District Treasurer and President of the Board to sign such contracts, documents, papers, agreements, writings and other instruments in writing that are authorized by the Board or required by law to be executed.

In the absence or inability of the President of the Board to sign any of the above documents, the Vice President of the Board is authorized to sign in his/her place and stead.

All school employees, officials and members of the Board of Education authorized to sign checks or required to handle school funds will be covered by a blanket bond furnished by the school district in such amounts as recommended by the Superintendent.

Ref: Education Law §§2122, 2215, 1720

Adopted: 05-16-06
Amended: 12-06-06
Amended: 11-16-21