

Payments, Checks and Manifest

Board members will review the manifests for each month at the Regular Board Meeting. Copies of the manifests will be sent to each Board member prior to the Regular Meeting in the same manner as the agenda. The manifest, if approved, will be signed by the Board members at the Regular Monthly Meeting.

All payments of District funds must be authorized by the District Treasurer. However, pursuant to RSA 197:23-a, the Treasurer shall authorize any payment upon order of a majority of the Inter-Lakes School Board or upon orders of two or more members of the School Board whom a majority of the Board has empowered to authorize payments.

Moneys drawn on the District's general fund or any special fund (with the exception of an activity fund; Policy #3675 (JJF) will require the signature of the Treasurer. Payments drawn on activity funds will require signature from the Building Principal. The activity advisor shall not be an authorized signor.

All payments or disbursements involving Federal Grant Funds, shall comply with the provisions of Board Policy #3610 through #3610-11 (DAF through DAF-11).

Electronic signatures, including, e.g. computer-generated signatures, may only be used as provided under **proposed** Board Policy 3327.1. Electronic or digital payments may be made after approval or pre-approval by the Board and by the Treasurer.

Functions of the Treasurer may be carried out in the Treasurer's absence by a duly appointed Deputy Treasurer or Acting Treasurer.

The Board strictly prohibits any person from signing a blank check, and physical (paper) checks will be pre-numbered.

*Legal References:**RSA 197:23-A, Treasurer's Duties**RSA 294-E, Uniform Electronic Transfer Act*

Approved: 09/78

Reviewed: 09/79

Reviewed: 07/89

Reviewed: 01/11/99

Amended: 09/14/21