BP-3350

# AUTHORIZED SIGNATORIES

All checks issued by the District shall carry the signatures of two authorized signatories.

Those authorized to sign shall be the Superintendent, the President, the Vice-president, and the Secretary of the Board. The Business Manager shall also be an authorized signer for the purposes of transferring funds between District accounts for cash management purposes, stopping payment on checks, and discussing banking issues with the bank and investment managers.

Electronic banking limits shall be controlled by the Superintendent in consultation with the Business Manager. ACH payments shall require approval by the Business Manager and Superintendent prior to processing.

Accounts payable payment vouchers shall be authorized by the Superintendent prior to the issuance of checks. The Superintendent shall review the check register regularly. The School Board will receive a copy of the monthly check register with their monthly financial report.

The control of the blank check stock shall be with the Administrative Assistant or Superintendent. The Superintendent and the Administrative Assistant shall not have the authority to print signatures on checks. The Business Manager or designee shall have the authority to print signatures on checks.

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