

Non-Instructional/Business

Operations

SUBJECT: AUTHORIZED SIGNATURES

The Board of Education authorizes the signature of the District Treasurer, or in his or her absence the Deputy Treasurer, on all District checks for the payment of all salaries. The Board also authorizes the signatures of the District Treasurer, and in his or her absence, the Deputy Treasurer, or Board President, to review expenses on and/or sign all District checks for bills, expenses, obligations, and liabilities of the District.

Extraclassroom Activity checks shall be signed by the Central Treasurer of the extracurricular activity fund, or in his or her absence, the Deputy Central Treasurer of the extracurricular activity fund.

The Board authorizes the District Clerk, Superintendent, Treasurer and President of the Board to sign such contracts, documents, papers, agreements, writings and other instruments in writing as 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 or her place and stead.

The Board authorizes the use of a machine check-signer to stamp School District checks with the required signature. The Treasurer or Deputy Treasurer must either personally operate the check-signing machine or be present when the machine is in use.

The District Treasurer has the responsibility of preventing unauthorized use of the check-signer.

Education Law §§ 1720 and 2523
8 NYCRR § 170.1(c) (d)

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