

Checks drawn on any funds (with the exception of the activity funds and authorized payroll expenses) will require the signature of the School District treasurer. A quorum of the School Board must sign the manifests prior to the treasurer's signature.

Checks drawn on an activity funds will require the signature of the building principal.

Authorized payroll funds up to the amount of the present budget will be approved in writing by a majority of the School Board annually, no later than July 1, and distributed by checks signed by the treasurer.

Any preprinted checks used by the school district will be prenumbered and all will be accounted for and stored in a secure place. Where the school district uses checks created by computer software, the blank stock shall be stored in a secure place and the ability to generate such checks shall be restricted by password security.

Law Reference:

Appendix Reference:

Date Adopted: June 2, 2004

Revision Dates:

Last Review Date: June 2, 2004