

AUTHORIZED SIGNATURES

Checks drawn on the general fund or any special fund (with the exception of the activity fund) will require the signature of the city treasurer, who is authorized to sign only after approval of manifests by the School Board. Checks drawn on an activity fund will require the signature of the business administrator, superintendent or their designee. The designee will be used only on an emergency basis when both the business administrator and superintendent are not available and checks are required.

The checks used by the school district for the activity account will be pre-numbered.

First Reading: August 18, 2010

Second Reading: September 1, 2010

Adopted: September 1, 2010