

AUTHORIZED SIGNATURES

The Board of Education authorizes the signature of the District Treasurer and the Superintendent, as his/her back up, on all district checks. Student activity account checks shall be signed by both the District Treasurer and the Superintendent.

The Board authorizes the District Clerk, Superintendent, Business Manager, 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.

The District Treasurer should maintain a log of checks signed and should verify the sequence of check numbers that are used. The signing of blank checks is expressly forbidden.

The Board authorizes the payment in advance of audit of claims for all public utility services, postage, freight and express charges, in accordance with law.

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/her place and stead.

Ref: Education Law §§1720; 1724; 2523
8 NYCRR §§170.1(c)(d); 172

Adoption date: June 12, 2007