

SECTION: FINANCES

TITLE SIGNING OF CHECKS

ADOPTED: AUGUST 18, 2014

REVISED: FORMERLY 8400

# TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

## 608.3 SIGNING OF CHECKS

1. Payment of bills shall be made by the Treasurer on the drawing of voucher checks signed by the Treasurer, the Secretary and the President or Vice President.
2. The Payroll Clerk and the Business Administrator will be authorized to print checks each year. The Treasurer will sign the checks manually. If the Treasurer is unable to sign the checks, the Vice President of the School Board will be authorized to sign the checks. In the event the Vice President is unavailable the President of the School Board will appoint an appropriate Board member to endorse said checks.

Reviewed 6/28/01, 6/19/06