

SIGNATURES/FACSIMILES

The monies or funds of the Board of Education shall be expended by the Treasurer of School Monies only by warrants which are signed by the President and Board Secretary and by the Treasurer of School Moneys. In the absence of the President, the Vice-President is authorized to sign, and in the absence of the Board Secretary his/her designee is authorized to sign.

At the time it designates depositories of school funds, the Board shall also designate the signatures required for each account. The Board authorizes and directs the Superintendent to forward the signatures and appropriate documentation required by Board-approved depositories to those depositories.

The Business Administrator/Board Secretary is empowered to execute transactions on the food service and on the petty cash accounts, and the Superintendent is directed to provide the depositories approved for those accounts with the signatures and necessary documentation.

The Board of Education authorizes the Treasurer of School Monies and the President of the Board to utilize signature plates, with suitable precautions for security of said plates. The Business Administrator/Board Secretary shall hand sign all warrants.

Legal References: N.J.S.A. 18A:17-31 Treasurer of school moneys; who to act
N.J.S.A. 18A:19-9 Compensation of teachers, etc., payrolls
N.J.S.A. 18A:19-10 Payroll bank account; checks for compensation
N.J.S.A. 18A:19-11 signature of payroll checks by deputy

Cross References: *3320 Purchasing Procedures
*3326 Payment for Goods and Services
*3453 School Activity Funds
*3542.44 Purchasing
9125 Appointment of the Treasurer of School Moneys

*Indicates policy is included in the Critical Policy Reference Manual.

Key Words

Signatures, Facsimiles

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