

DGA/DGB - AUTHORIZED SIGNATURES ON DISTRICT CHECKS

All checks for \$5,000 or more shall require the written or facsimile signatures of the President, Secretary and Treasurer of the Board of Education.

All checks for less than \$5,000 drawn on District checking accounts shall require either:

the written or facsimile signatures of the President, Secretary and Treasurer of the Board of Education; or

the written or facsimile signature of the Treasurer of the Board of Education and the written countersignature of another District employee authorized by the Board and controller as follows: (a) the Board shall determine on an annual basis the job titles authorized to countersign checks for less than \$5,000; and (b) the controller shall designate in writing which employees holding those job titles are authorized to sign such checks.