

Board of Education

Series 200

Policy Title Use of Facsimile Signatures Code No. 204.05

Facsimile signatures of the chairperson, clerk, and treasurer of the school district, as reproduced on plates for use in the check certifier, may be used on checks, drafts, vouchers, or other orders of school district funds deposited in depositories designated by the school board. The superintendent, the clerk, and the superintendent's secretary or any two of them are authorized to affix the mechanical signatures of the chairperson, clerk, and treasurer, on order checks of Independent School District #2184 in their behalf.

The superintendent, accountant, and principal are authorized to sign student activity checks. Each activity check requires two signatures, except when the superintendent's signature is used.

Date of Adoption:

July 1, 1979

Revised:

1997

Authority for Policy:

Board of Education