

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

FINANCES
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AUTHORIZED SIGNATURES

All disbursements should be appropriately signed by those within the organization who have the authority to expend funds.

Implementation:

The signatures of the Board President, Board Clerk and Board Treasurer shall be required on all checks expending general School District funds. Facsimile signatures may be used in accordance with state law.

Activity fund checks require the signatures of the Building Principal or his/her designee. All monies collected or disbursed within activity funds shall be separately accounted for and shall be segregated into specific accounts.