

**AUTHORIZED SIGNATURES**

The Board of Education authorizes the signature of the District Treasurer on all district checks for the payment of all salaries. The Board also authorizes the signatures of the Superintendent of Schools, Board President or Vice President in the absence of the President, or the Board member assigned to review expenses on all district checks for bills, expenses, obligations, and liabilities of the district. Student activity account checks shall be signed by both the manager of student activity accounts and the comptroller of the extracurricular activity fund.

The Board authorizes the District Clerk, Superintendent, Treasurer and President of the Board to sign such contracts, documents, papers, agreements, writings and other instruments in writing as are authorized by the Board or required by law to be executed.

In the absence or inability of the President of the Board to sign any of the above documents, the Vice President of the Board is authorized to sign in his/her place and stead.

The Board authorizes the use of a machine check-signer to stamp school district checks with the required signature. The check signing device must be a recognized manufactured product with safeguards for the school district's protection. The District Treasurer has the responsibility of preventing unauthorized use of the check-signer.

Ref: Education Law §§1720; 2523  
8 NYCRR §170.1(c)(d)

Adoption date: July 9, 2007