

Authorized Signatures/Check-Writing Services

All checks drawn on school district funds shall require the signatures of the president, secretary, or treasurer of the Board of Education. These may be facsimile signatures. After each school board election, any new officers will complete the appropriate signature cards.

The Chief Financial Officer or the Manager of Accounting/Reporting or designee shall be authorized to use the check-writing machine. Adequate controls mandate that access to the check signing machine and unused check stock be segregated. Check signing and check distribution must be done by persons independent of the payment process.

The Chief Financial Officer shall be the District's authorized representative for all accounts held in the District's name.

Adopted August 3, 1988

Revised November 4, 1992

Revised January, 1996

Revised April 18, 2018

Legal References

- CRS 11-55-101 et seq.
- CRS 22-32-107
- CRS 22-32-121