

**DISBURSEMENT OF FUNDS—AUTHORIZED SIGNATURES**

**POLICY STATEMENT**

- A. The signature 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 and established procedures.
- B. All student activity fund checks shall be signed by the building principal and Activity Fund Secretary.
- C. The Director of Business Services shall be empowered to provide schools and other entities of district operations with petty cash accounts to meet incidental needs best met by this procedure. Procedures must be established to monitor and to account for petty cash outlays in accord with Department of Public Instruction regulations and in concert with established accounting procedures.

LEGAL REFERENCE:

CROSS-REFERENCE: