

HORTONVILLE AREA SCHOOL DISTRICT

Title: Authorized Signatures

Date Adopted: 2/28/94

Policy No. 10042

Date Revised: 7/21/08

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Policy Statement:

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

Rationale: Proper disbursement control procedures

Scope: District-wide

Responsibility: Director of Business Services

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.

Associated Information: Wisconsin State Statutes 66.0607(3)
120.16(2)

President

Bill Muehl

Date 7/21/08

Clerk

Paul J. Thomas

Date 7/21/08