

**AUTHORIZED SIGNATURES**

The Board of Education authorizes the single signature of the District Treasurer on all District checks. In the absence of the Treasurer, the Deputy Treasurer is authorized to sign all checks; provided, however, that the payment to be made has been properly audited by the District's claims auditor. Student activity account checks shall be signed by both the manager of the student activity accounts and the Board appointed Treasurer of the extracurricular activity accounts.

The Board hereby authorizes the use of a software program with safeguards including confidential passwords for the School District's protection and with facsimile signatures of the District Treasurer and Deputy Treasurer. Passwords and safeguards shall be maintained in the exclusive and secured possession of the Treasurer and Deputy Treasurer, respectively. The District Treasurer has the responsibility of preventing unauthorized use of confidential passwords and signature facsimiles.

Contracts authorized by Board resolution shall be signed by the Board President or in his/her absence the Vice-President, unless a different signatory is identified in the Board resolution. While Memoranda of Agreement may be signed by the Superintendent, or his/her designee, if there is a fiscal impact, the same must be approved by prior board resolution. Purchase orders for goods and/or services identified in the various budget codes of the School District budget may be executed by the purchasing agent responsible for the procurement of such goods and/or services, providing the purchase of such items does not exceed the approved budget appropriation.

The Board authorizes the payment in advance of audit of claims by the claims auditor for all public utility services, postage, freight and express charges, in accordance with law.

Ref: §§1720, 1724, 2523 Education Law  
8-A NYCRR §§170.1©,(d), 172

**Revised & Adopted: August 1, 2007**  
**Renumbered 6410 December 08 previous policy 5561**