

AUTHORIZED SIGNATURES

The CEO/Business Manager will draw and sign all checks or warrants for the payment of verified vouchers approved for payment by the Board. Every check or warrant will be countersigned by the president or any Board member designated by the Board. The check or warrant will specify the person, firm or corporation to whom paid.

No check or warrant will be drawn by the CEO/Business Manager except for the indebtedness incurred prior to its issue and upon the presentation of an itemized invoice, duly verified. The invoice and verification will be retained by the CEO/Business manager and placed on file in his office.

Legal References:

SDCL 13-18-2 Contents and signing of checks and warrants

SDCL 13-18-8 Business manager's check register

SDCL 13-8-26 Duties of president of school board

1st Reading-1/19/2016

2nd Reading-2/16/2016

Date Adopted-2/16/2016

Last Revised-