

POLICY

2008

5511

**Non-Instructional/Business
Operations**

SUBJECT: CHECKING ACCOUNTS

All checks and electronic wire transfers issued by the School District shall bear the signature of the Treasurer only. In the absence of the Treasurer, the Deputy Treasurer may sign and authorize payments.

The use of a check signer is authorized.

All wire payments for expenditures shall be approved by the Treasurer, or Deputy Treasurer in the absence of the Treasurer, before wire transfer is submitted to the bank for release of funds.

Adopted: April 8, 2008