

DGA—Authorized Signatures

Authorized signatures for all checking accounts shall be approved by the Board.

All checks, except in case of an emergency authorized by the Business Manager, will be generated electronically. The signatures of the Board Chair, designated Director, or other designee and an administrator shall appear on each check. Checks shall require two signatures.

These signatures may be affixed by machine through the use of signature plates. The Business Manager is responsible for the security of all signature plates.

The Business Manager shall be responsible for the justification and origination of all School-issued checks.