

DeForest Area School District
Administrative Regulation

TITLE: AUTHORIZED SIGNATURES	NUMBER: AR 9.7(8)
<i>Executive Limitation: EL 9, Asset Protection (9.7 – Fund Management Practices)</i>	
Recorded as Administrative Regulation: <i>Established: 3/8/04 Revisions:</i>	
Origin as Board Of Education Policy: Fiscal Management 661.1 <i>Established: 9/28/93 Revisions: 2002</i>	

The signatures of the Board President, the Board Clerk, and the Board Treasurer shall be required on all checks expending general school district funds. Facsimile signatures shall be used on all checks by the district.

The facsimile signatures will be computer generated when printing checks. For the security and protection of the district, persons specifically authorized by the Director of Business & Auxiliary Services can only use access to the check signing programs.

Building Principals shall sign student activity fund checks.

Reference:

Sections 66.042, 120.15(I), 120.16(2), 120.17, Wisconsin Statutes