

661.1 AUTHORIZED SIGNATURES

The signatures of the School Board President, the Clerk and the Treasurer shall be required on all checks expending general School District funds.

The School Board authorizes the use of facsimile signatures of the School Board officers.

The School Board shall be made aware of such checks issued with facsimile signatures at each regular meeting.

All activity fund checks (except Senior Trip Account) require at least two signatures. All activity fund checks shall be authorized by either the Middle/High School Principal or the Secretary to the District Administrator and signed by both. In the absence of either person, the second signature shall be that of the District Administrator or the Elementary Principal.

Legal Reference: Wisconsin Statutes, Section 66.0642 66.0607 (Withdrawal or Disbursement From Local Treasury), 120.15 (1) (School District President; Duties), 120.16 (2) (School District Treasurer; Duties), 120.17 (School District Clerk; Duties)

Approved: April 14, 2003, December 11, 2017