

THE RYE CITY SCHOOL DISTRICT
RYE, NEW YORK

6410

AUTHORIZED SIGNATURES

The Board of Education will, by annual resolution at its annual reorganization meeting, authorize the signature on checks issued against all accounts of the School District.

The Board authorizes the use of check signing machines with safeguards for the School District's protection and with a digital check signing signature for the Treasurer. Said machines shall be maintained in the exclusive and secured possession of the Treasurer.

The Treasurer shall control the affixing of his/her signature when checks are run. He or she shall maintain a log of checks signed and shall verify the sequence of check numbers that are used. The signing of blank checks is expressly forbidden.

Extracurricular activity fund checks shall be signed by both the Student Activity Accounts Treasurer and the Principal or designated Assistant Principal of the extracurricular activity fund.

Contracts authorized by Board resolution shall be signed by the Board President or in his/her absence the Vice President, unless a different signatory is identified in the Board resolution. Purchase orders for goods and/or services identified in the various budget codes of the School District budget may be executed by the Purchasing Agent responsible for the procurement of such goods and/or services.

The Board authorizes the payment in advance of audit of claims for all public utility services, postage, freight and express charges, trip or conference deposits, in accordance with law. Public utility services include electric, gas, water, sewer and telephone services.

*References: Education Law §§1720; 1724; 22523
8 NYCRR §§170.1(c)(d); 172*

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