

AUTHORIZED SIGNATURES

The signatures of the Board President, Clerk, and Treasurer shall be required on all checks expending general school district funds, payroll, and tax accounts. The School Board has authorized the use of electronic signatures for the officers of the Board for routine payments.

Each officer shall authorize the designated depository to honor any instrument bearing his/her facsimile signature in accordance with state law.

The Board assigns responsibility to the Comptroller (or his/her designee) to process federal and state tax payments, payroll liability payments, and depository Trust Company payments via wire or automatic deductions when necessary.

The Superintendent (or his/her designee) may sign contracts and documents for items and/or actions that have been approved by the Board.

LEGAL REF: WI. ST. 66.0607, 120.15 (1), 120.16 (2), 120.17

Adopted: \_\_\_\_\_ July 8, 2015 \_\_\_\_\_

Last Revision: \_\_\_\_\_

Last Review: \_\_\_\_\_ December 14, 2016 \_\_\_\_\_

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