

BOARD AGENDA ITEM
November 15, 2016

SUBJECT:

Changes to Policy DGA Authorized Signatures

BACKGROUND:

Policy DGA establishes a procedure for using a facsimile of the superintendent's signature.

ADMINISTRATIVE CONSIDERATION:

The proposed policy update clarifies that the signature facsimile is to be electronic and maintained by the chief financial officer.

RECOMMENDATION:

Approve the proposed changes on first reading

ATTACHMENT:

Policy DGA Authorized Signatures

PREPARED BY:

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AUTHORIZED SIGNATURES

Code **DGA** Issued **10/01**

Purpose: To establish the basic structure for the signing of checks drawn on district accounts.

The district superintendent is authorized to sign checks. An electronic facsimile of the district superintendent's signature will be maintained by the chief financial officer ~~comptroller~~ for the purpose of signing checks. ~~The check signer and signature plates will be kept in a secure place with only authorized persons having access.~~

In cases of emergency, as declared by the board, another individual will be designated to sign checks.

Adopted 1974; Revised 8/20/85, 10/9/01