

AUTHORIZED SIGNATURES/CHECK-WRITING SERVICES

All warrants or other orders to pay money drawn on the school district treasury, and all checks on a depository shall bear the signatures of the Clerk or Treasurer and the Chairman of the Board of Trustees.

The Board of Trustees authorizes the use of facsimile signatures in lieu of manual signatures on any instrument of payment in the conduct of official business. In accordance with Wyoming law, the facsimile signature will be recorded with the Secretary of State. Responsibility for security of the check-writing machine keys and plate is delegated to the Board treasurer, who may delegate this authority to the Administrative Assistant for Fiscal Management.

In accordance with a good system of internal controls, the following procedure shall be followed:

1. The "executive" key belonging to the check protector machine shall be locked in the safe located in the School District's Business Office. This key is to remain in the safe when not in use. Every Thursday the key will be used to open the check protector. At the time the check protector is opened the beginning check number index and the amount index located on the check protector readout shall be entered in the check protector log book. At the end of each batch of checks protected, a sub-total will be taken. The sub-totals are to be written in the check protector log book. These sub-totals should agree with a physical count. At the end of the day a grand total of the check protector shall be taken and the check number index and amount index entered in the log book. The difference between the beginning and ending index should agree with the total of all batches. The Board treasurer shall sign the log sheet upon verification of the beginning and ending check protector index.

The operation of the check protector may be delegated to Business Office personnel. However, the Board treasurer must verify the index and sign the log book.

2. Thursday will be the only day for protecting checks unless arrangements are made by those who need additional time. These arrangements will have to be made through the Administrative Assistant for Fiscal Management.

This policy shall be made known to all personnel in the Business Office.

Adopted 12/08/75

Revised 03/07/77 01/25/88 3/8/00

LEGAL REFS.: W.S. 16-2-101, 16-2-102, and 21-3-113
Wyoming Education Policies Reference Manual, code DGA

School District #1, Sweetwater County, Wyoming