

AUTHORIZED SIGNATURES

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 Chairperson 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 authorized signatures is delegated to the Board of Trustees Treasurer, who may delegate this authority to the Chief Financial Officer.

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

Adopted 12/08/75

Revised: 03/07/77; 01/25/88; 3/8/00;
5/10/10; 7/15/15

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