

CHECK WRITING

The Board of Education authorizes the use of digitized signatures for check writing in accordance with the following provisions:

1. The signatures shall only be available to the Director of Business Services, Bookkeeper and Assistant Bookkeeper using a passcode procedure.
2. A check signature register shall be maintained and the register shall be audited by the Director of Business Services and Superintendent.
3. All void or spoiled checks shall be marked as such and retained and the signature section shall be removed and destroyed.

ADOPTED: October 27, 1980

REVISED: May 22, 2000

LEGAL REF.: Wisconsin Statutes: 66.042(3)
120.16(2)

REVIEW DATE: February 29, 2012