

AUTHORIZED SIGNATURES
(Use of Facsimile Signatures)

Signatures, including facsimile signatures of the Board president, clerk, and treasurer are to be used on checks, drafts, warrant checks, vouchers, or other orders on public funds deposited in designated depositories. Each officer shall authorize said depository banks to honor any such instrument bearing his or her facsimile signature in such form as he or she may designate and to charge the same to the account in said depository bank upon which drawn, as fully as though it bore a manually written signature. Instruments so honored shall be wholly operative and binding in favor of said depository bank although such facsimile signature shall have been affixed without authority.

The keys to control the authorized signature are to be kept by the school district treasurer and the school district business manager. The school district business manager is not to operate the machine without specific directions of the school district treasurer.