

6410 AUTHORIZED SIGNATURES

The Board of Education authorizes the signature on checks issued against all accounts of the school district to be that of the Treasurer or, in his/her absence, the Deputy Treasurer.

The Board hereby authorizes the use of a secured electronic signature disc/key along with password-protected computers with facsimile signatures of the Treasurer and Deputy Treasurer. Said discs/keys shall be maintained in the exclusive and secured possession of the Treasurer and Deputy Treasurer, respectively and shall have safeguards, including confidential passwords, for the District's protection.

The Treasurer/Deputy Treasurer shall be present and shall control the affixing of his/her signature when checks are run. He or she should maintain a log of checks signed and should verify the sequence of check numbers that are used. The signing of blank checks is expressly forbidden.

Extra classroom activity fund checks shall be signed by both the Student Activity Accounts Treasurer and the Central Treasurer of the extracurricular activity fund.

Contracts valued at \$20,000 or more require authorization by Board resolution and shall be signed by the Board President or in his/her absence the Vice-President, unless a different signatory is identified in the Board resolution authorizing such contract. Contracts under this threshold do not require prior Board approval and should have the following signatures: contracts valued from \$5,000 to \$20,000 will be signed by the Superintendent of Schools or the Assistant Superintendent for Business, contracts valued at \$5,000 and below will be signed by the Assistant Superintendent for Business. Purchase orders for goods and/or services identified in the various budget codes of the school district budget may be executed by the Purchasing Agent responsible for the procurement of such goods and/or services in amounts less than \$5,000, and in excess of \$5,000 with additional approval by the Assistant Superintendent for Business, in accordance with District Policy No. 6710, Purchasing Authority.

Ref: Education Law §; 2523
8 NYCRR §§170.1(c)(d); 172

Adoption date: August 13, 2018