

SCHOOL DISTRICT OF BAYFIELD

AUTHORIZED SIGNATURES

All checks from the general and payroll checking accounts shall be signed by the Board Clerk, the Board Treasurer, and the Board President. Facsimile signatures may be used under direction of the Finance Manager.

Checks from the Student Activity Fund shall be signed by two of the following individuals: the Principal who oversees the club, the Finance Manger, the District Administrator.

Checks from the OPEB Trust account shall be signed by two of the following individuals: the Board Clerk, the Board Treasurer, the Board President, the District Administrator, the Finance Manager.

The Finance Manager is authorized to make transfers between district accounts necessary to expedite processing of deposits or payments. The Finance Manager is authorized to make wire transfers to expedite processing of deposits or payments.

LEGAL REF.: Sections 66.04(2) Wisconsin Statutes
120.15(1)
120.16(2)
120.17(5)

ARROVED: June 28, 1999
REVISED: September 11, 2008