

District: Tupelo Public School District
Section: D - Fiscal Management
Policy Code: DJAA - Authorized Signatures

BOARD POLICY

1. Both the superintendent and the Director of Finance shall sign all checks and warrants issued by the District. The Assistant Director of Finance is also an authorized signatory on District accounts.
2. For the issuance of payroll and accounts payable checks, the Board authorizes the use of a mechanically imprinted signature of the superintendent and Director of Finance. No one shall use a signature stamp on behalf of an authorized District officer without prior authority from such officer to do so. Such stamp shall be kept in a secured and locked location.

~~Checks drawn on the Tupelo High School Activity and/or Athletic Fund account shall be signed by two authorized District officers.~~

ADMINISTRATIVE PROCEDURES

All checks drawn on the THS Activity and/or Athletic Fund shall be signed by two of the following: the Athletic Director, the principal, the bookkeeper, the superintendent and/or the Director of Finance.

Adopted Date: 4/24/2001

Approved/Revised Date: