



Oak Park Elementary School District 97

260 W. Madison ▪ Oak Park ▪ Illinois ▪ 60302 ▪ ph: 708.524.3000 ▪ fax: 708.524.3019 ▪ www.op97.org

**TO: Carol Kelley, Superintendent of Schools
Board of Education, Oak Park School District 97**

FROM: Alicia Evans, Assistant Superintendent for Finance and Operations

RE: Depositories and Signatories

DATE: December 6, 2016

Pursuant to Board Policy 4:80 - Accounting and Audits, the Board must approve all bank accounts opened or established in the District's or a District school's name or with the District's Federal Employer Identification Number. Similarly, the signatories should also be approved annually. The Board Policy states,

“Control Requirements for Checks

The Board must approve all bank accounts opened or established in the District's or a District school's name or with the District's Federal Employer Identification Number. The Superintendent or designee and Assistant Superintendent for Finance and Operations, School Treasurer, or Fiscal Service Coordinator shall sign all checks issued by the School District, except that checks from an account containing student activity funds and revolving accounts may be signed by the respective account custodian.”

Therefore, a list of the depositories and signatories are attached for your review. Board action is expected December 20, 2016.