



# Oak Park Elementary School District 97

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

**FROM: Paul Starck-King, Assistant Superintendent for Finance and Operations**

**RE: Approval of Depositories and Signatories**

**DATE: January 15, 2019**

## **Summary**

Pursuant to Board Policy 4:80 - Accounting and Audits, the Board must approve all bank accounts opened or established in the District's name 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.”

## **Motion**

Administration is seeking a motion that the Board of Education of Oak Park District 97 approves the depositories and signatories as presented.