

Unity School District - Board of Education Board Policy 663

Resolution Authorizing Signatures and Designating Authorized Official with Respect to the Withdrawal, Disbursement and Investment of School District Funds Last Revised 7/30/2018

WHEREAS, Superintendent heretofore has been duly appointed by the School Board of the Unity School District (the "District") to serve as Superintendent ("authorized official"), and,

WHEREAS, included in the duties of the authorized official are the receipt, withdrawal, disbursement, investment and accounting for public moneys; and,

WHEREAS, in order for the authorized official to perform such duties, the School Board deems it necessary, desirable and in the best interest of the District to designate the duties of the authorized official as follows:

NOW THEREFORE, BE IT RESOLVED by the School Board of the District that:

1. **Deposits and disbursements** --The authorized official is hereby authorized to countersign all drafts or order checks and all transfer orders executed in accordance with Section 66.0607(3) of the Wisconsin Statutes.
2. **Money Transfer** – In accordance with Section 66.0607(3m) of the Wisconsin Statutes, periodic payments may be processed through use of money transfer techniques, including direct deposit, electronic funds transfer and automated clearinghouse methods, which are hereby authorized to be initialed by the authorized official provided that the treasurer keep a record of the date, payee and amount of each disbursement made by a money transfer technique.
3. **Investments** –The authorized official is hereby authorized to purchase, sell or transfer securities on behalf of the school district or municipality.
4. **Authorization** – The withdrawal or disbursement of moneys deposited in a public depository shall be by endorsement, written order, draft, share draft, check or other draft, signed by the manual or facsimile signatures of the president, clerk and treasurer, and co-signed by the authorized official who is hereby designated as provided in Section 66.0607(6).
5. **School District President** – As permitted in Section 120.16, another school board member may countersign such, order checks, share draft or other draft and transfer orders in lieu of the school district president.
6. **Filing** – A certified copy of this Resolution shall be filed with the School District Clerk and each of the District's designated public depository(ies).