

Descriptor Term: AUTHORIZED SIGNATURES	Descriptor: DGA	Issued: 4/24/01
	Rescinds: DGA	Issued: 4/27/99

The superintendent and the director of finance are authorized to sign all checks and warrants issued by the District.

In addition, checks drawn on the Tupelo High School Activity/Athletic Fund account must be signed by two authorized District officers which include the Athletic Director, the Tupelo High School Principal and/or the Tupelo High School Bookkeeper. Checks drawn on the Tupelo High School Activity Fund must be signed by two authorized school officers that include the Tupelo High School Principal and the Tupelo High School Bookkeeper.

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 general authority from such officer to do so.