



## MEMORANDUM

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**TO:** ELPS Board of Education, Dori Leyko, Superintendent

**FROM:** Lisa Allen, Director of Finance

**SUBJECT:** Action Item – Authorized Check Signers

**DATE:** January 27, 2025

Recommendation:

It is recommended that the Board of Education authorize the following positions to be authorized check signers:

- Board of Education Treasurer
- Superintendent
- Director of Finance and Operations
- Director of Finance

Background:

With the impending retirement of the Director of Finance and Operations and the hiring of the position of Director of Finance, the list of previously approved positions needs to be expanded to include the Director of Finance.

In February 2023, the authorized check signers were changed from the names of individuals in the position to the positions only to accommodate changes of individuals into the various positions.