

## Reaffirm Authorization of District Signatures for District Financial Accounts

Mr. Otis Tims

# Action

TPSD Policy BDA Board of Trustees Organizational Meeting stipulates that at its organizational meeting the Board will authorize signatures for district financial accounts.

It is recommended that the Board reaffirm and authorize signatures for district financial accounts as listed in TPSD Policy DGA: Authorized Signatures (see below).

It shall be Board policy that both the superintendent and the Director of Finance shall sign all checks and warrants issued by the District. 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. Such stamp shall be kept in a secured and locked location.

Checks drawn on the Tupelo High School Activity and/or Athletic Fund account shall be signed by two authorized District officers.

### ADMINISTRATIVE PROCEDURE

All checks drawn on the THS Activity and/or Athletic Fund shall be signed by two of the following: the Athletic Director, the principal, the bookkeeper, the superintendent and/or the Director of Finance.

### **ACTION BY THE BOARD:**

	<b>Motion</b>	<b>Second</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
<b>Mr. Hudson</b>	( )	( )	( )	( )	( )	( )
<b>Mr. Prather</b>	( )	( )	( )	( )	( )	( )
<b>Mrs. Stone</b>	( )	( )	( )	( )	( )	( )
<b>Mr. Wheeler</b>	( )	( )	( )	( )	( )	( )
<b>PASSED:</b>	<b>YES</b>	( )	<b>NO</b>	( )		