



Oak Park Elementary School District 97

260 W. Madison ▪ Oak Park ▪ Illinois ▪ 60302 ▪ ph: 708.524.3000 ▪ fax: 708.524.3019 ▪ www.op97.org

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

FROM: Mark Sheahan, Interim Chief School Business Official

RE: Depositories and Signatories

DATE: December 5, 2019

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.”

Therefore, a list of the depositories and signatories are attached for your review. Board action is expected January 7, 2020.”