

***Killeen Independent School District
Board Agenda Item Action Sheet***

Date: December 16, 2025

Agenda Item Caption: Resolution Authorizing Facsimile Signatures

Purpose of Agenda Item: Action needed

Administrative Recommendation: Move to approve the resolution allowing our depository institution, JPMorgan Chase, to honor checks, drafts, or other orders with facsimile signatures.

Background Information: Due to the volume of checks distributed by the District, facsimile signatures of the Board President, Chief Financial Officer, Superintendent or Deputy Superintendent for Business and Operations are applied to payroll and vendor checks. Per the District's request, signatures of two authorized signers are required on all checks. The District has historically used the digital signature of the Board President and Chief Financial Officer on these bank documents. The process to digitize a new facsimile signature takes approximately two weeks. The attached resolution is intended to authorize the new digital signatures properly reflecting each authorized individual at each position in the District that signs financial documents to include checks. Signers also need to sign a document from our financial software check processing software (Frontline).

Fiscal Analysis: None

Regulatory Requirement: None

Contact Person for Additional Questions/Information:

Name: Kallen Vaden, Chief Financial Officer

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Telephone Number: (254) 336-0157

Attachments: Facsimile Signature Resolution

Signature Requested: Yes