

AUTHORIZED SIGNATURES/CHECK WRITING SERVICES  
(And Check-Signing Machines)

All checks written on the district activity fund shall require the live signatures of the Superintendent and the Secretary to the Superintendent. All checks written on the hot lunch fund shall require the live signatures of the Superintendent and the Hot Lunch Manager. All checks written on the petty cash account shall require the live signatures of the Superintendent and the Bookkeeper. Facsimile signatures may be used on the housing fund warrants.

The Board authorizes the Bookkeeper to affix the facsimile signatures of the President, Treasurer, and Secretary of the Board to warrants, checks, or orders issued in the conduct of the official fiscal business of the district in accordance with the above policy.

Adopted: 6/17/80

Reviewed: 4/98

LEGAL REFS.: 1973 C.R.S. 11-55-101 et seq.  
1973 C.R.S. 22-32-107  
1973 C.R.S. 22-32-121

CROSS REF.: [BBC](#), Appointed Board Officials