

CHECK SIGNING
PROCEDURES

The following regulations apply to the signing of checks in the District:

1. The check signing machine for the District will be located in the District's business office.
2. Two signatures are required on each check. Designated signatures must be agreed upon by the Superintendent and Board.
3. A duplicate set of keys to the check signing machine will be kept in an assigned place.
4. No key will be left in the check signing machine when it is not in use.

RETURNED CHECKS

A check written to the District and returned by the bank on which it was drawn as a result of insufficient funds will be submitted to a collection agency approved by the Superintendent.