FILE: DGA

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:	**October 8, 1991**	**FILE SECTOR:**	**FISCAL MANAGEMENT**
DATE REVISED:	**November 20, 2003**	**POLICY TITLE:**	**AUTHORIZED SIGNATURES**
DATE REVIEWED:	**March 16, 2017**		

The signatures of the board of education president, clerk and treasurer shall be required on all checks or other orders drawn on public funds deposited in designated depositories. An exception shall be the agency fund checks which require two signatures, the building principal and one other designated official. Facsimile signatures shall be used in the district.

Each of the board of education officers identified above shall authorize the designated depositories to honor checks or other orders bearing his/her signature in such form as he/she may designate and to charge the same to the account in the depository upon which the checks or orders are drawn. A facsimile signature shall be recognized in the same manner as a manually written signature.

CROSS REFERENCE:
LEGAL REFERENCE: Sections 66.0607, 120.15(1), 120.16(2), 120.17 Wis. Stats.