

VALLEY STREAM UNION FREE SCHOOL DISTRICT TWENTY-FOUR

AUTHORIZED SIGNATURES

POLICY 3400

The Board of Education authorizes the signature on checks issued against all accounts of the School District to be that of the School District Treasurer or the Deputy School District Treasurer in the absence of the School District Treasurer.

The District Treasurer shall be present and shall control the affixing of the District's Treasurer's signature when checks are run. Accounts payable/payroll shall maintain a log of checks signed and should verify the sequence of check numbers that are used and sign the log book. The signing of blank checks is expressly forbidden.

The Board hereby authorizes the use of an electronic check signing software function, with safeguards for the School District's protection and with facsimile signatures of the District Treasurer. The Treasurer or Deputy Treasurer shall maintain in their exclusive and secured possession their individual signature flash drive or signature stamp.

Contracts authorized by Board of Education resolution shall be signed by the Board of Education President or when the President is absent, the Vice-President, unless a different signatory is identified in the Board of Education resolution. Purchase orders for goods and/or services identified in the various budget codes of the School District budget will be executed by the Purchasing Agent responsible for the procurement of such goods and/or services.

The Board of Education authorizes the payment in advance of audit of claims for all payroll, workers' compensation, public utility services, postage, freight and express charges, in accordance with law.

Cross-ref: 3100 Fiscal Controls
 3110 Annual Budget
 3301 Purchasing
 3500 Extra Classroom Activity Funds

Ref: Education Law §§1720; 1724
 8 NYCRR 172

Adoption Date: January 23, 2019

Revised: April 20, 2021

Revised: June 5, 2024