

## **AUTHORIZED SIGNATURES**

The business manager and board of education president will draw and sign all checks or warrants for the payment of verified vouchers approved for payment by the Board, with the exception of the Trust & Agency Fund. Checks drawn on the Trust & Agency Fund will require the signature of the business manager. All checks or warrants shall be signed by a machine provided by the board of education. Only the business manager or business office staff are authorized to operate the machine. The check or warrant will specify the person, firm or corporation to whom paid. The checks used by the district will be pre-numbered.

No check or warrant will be drawn by the business manager except for the indebtedness incurred prior to its issue and upon the presentation of an itemized invoice, duly verified. The invoice and verification will be retained by the business manager and placed on file in his office.

Reviewed 04/17/14  
Revised 04/17/14  
Revised 08/24/15

### Legal References:

SDCL 13-18-2 - Contents and signing of checks and warrants  
SDCL 13-18-8 - Business manager's check register  
SDCL 13-8-26 - Duties of president of school board