

Policies of the Board of Education

Section D Fiscal Management

CHECK-WRITING SERVICES

400.16

The Board authorizes the use of a check signing stamp in accordance with the following provisions:

1. The Treasurer, Clerk and President shall sign checks in accordance with the provisions of Wisconsin Statutes.
2. The signature plate for the check-writing stamp shall be kept in a secure place.
3. The signing of blank checks shall be prohibited.
4. All void or spoiled checks shall be marked and retained and the signature section shall be removed and destroyed.

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Adopted by the School Board June 12, 1995

