

Policies of the Board of Education

Section D           Fiscal Management

PAYROLL PROCEDURES

400.22

The District Administrator is authorized to certify payrolls. The checks issued will bear signatures of the school board treasurer, president, and secretary.

The check signer will be controlled by the bookkeeper. Administrative procedures for the use of the check signer will be established by the treasurer and the Bookkeeper. In the absence of the treasurer, the president of the Board will act as assistant treasurer. The assistant treasurer performs the treasurer's functions in his or her absence.

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Adopted by the School Board September 12, 1995

