

VIGO COUNTY SCHOOL CORPORATION
TERRE HAUTE, INDIANA

File: DGB

CHECK WRITING SERVICES

The Board of School Trustees authorizes the use of a facsimile signature device to sign school checks in accordance with the following provisions:

1. The Treasurer is authorized to sign checks in accordance with the provisions of state statutes and the applicability of school board policy.
2. The Treasurer shall maintain a check signature register, and said register shall be available for audit by the Board President or the President's designee at intervals to verify the accuracy of the register against any tally counter.
3. The facsimile signature plate of the Treasurer shall be adequately safeguarded so that its security is maintained.
4. The signing of blank checks is prohibited.
5. All void or spoiled checks shall be marked and retained, and the signature section shall be removed.

Adoption Date: October 12, 1977

Legal Ref:

Cross Ref: