

AUTHORIZED SIGNATURES

The Board of Cooperative Educational Services authorizes the signature of the District Treasurer/Deputy Treasurer on all district checks. Extra-classroom student activity account checks shall be signed by the Central Treasurer of the extra-classroom activity fund or Deputy Treasurer of the District.

The BOCES Board authorizes the District Clerk, District Superintendent, Treasurer and President of the BOCES Board to sign such contracts, documents, papers, agreements, writings and other instruments in writing as are authorized by the BOCES Board or required by law to be executed. The BOCES Board further authorizes the District Superintendent and President of the BOCES Board to jointly sign such contracts, documents, papers, agreements, writings and other instruments in writing up to an amount not to exceed \$5,000 in total without Board approval. The Board will be notified of such contracts for informational purposes.

In the absence or inability of the President of the BOCES Board to sign any of the above documents, the Vice President of the BOCES Board is authorized to sign in his/her place and stead.

The BOCES Board authorizes the use of electronic check signatures to imprint school district checks with the required signature. The electronic check signatures must be safeguarded for the school district's protection. The District Treasurer and Deputy Treasurer have the responsibility of preventing unauthorized use of their electronic check signatures.

Checks exceeding \$100,000 will require the signature of the Deputy Treasurer in addition to the District Treasurer's signature. In the absence of the District Treasurer or Deputy Treasurer, the Assistant Superintendent is authorized to sign as the required second signature.

Adopted July 10, 2013