

Authorized Signatures

The Board will, at its annual organizational meeting in July or at such other times as deemed necessary by the Board, authorize the clerk, executive assistant, business manager, payroll clerk, and a designated Board member of the district to sign district checks. All district checks must have two signatures.

The clerk will always be the primary signer unless the clerk is unavailable for an extended period of time and a check needs to be signed prior to the clerk's return. The designated Board member will sign only in cases of emergency. Whenever a check is issued without the clerk's signature a voucher detailing the check's vital information will be prepared for the clerk's signature upon returning to the district.

END OF POLICY

Legal References:

- ORS 294.120
- ORS 328.441
- ORS 328.445