



D Series

DGA

AUTHORIZED SIGNATURES

Checks drawn on the general fund or any special fund (with the exception of the activity fund) will require the appropriate signatures. Invoices come in for the Business Administrator to review. Once reviewed, the Business Administrator gives the Principal/Superintendent the invoices to review, approve, initial and date. Once approved the Business Administrator will create the payment. Once checks are created, they are given to the office signatory. The checks used by the North Country Charter Academy will be pre-numbered.

The NCCA Treasurer will be provided a list of the NCCA accounts payable each month for his/her review and signed approval.