

PAYMENTS, CHECKS & MANIFESTS

Category: P

See Also: Policies DAF, DGA, DIH & EHAC

All payments of District funds must be authorized by the District Treasurer. However, pursuant to RSA 197:23-a, the Treasurer shall authorize any payment upon order of a majority of the School Board.

Moneys drawn on the District's general fund or any special fund (with the exception of an activity fund) will require the signature of the Treasurer. Payments drawn on activity funds will require the building principal or assistant principal. In the absence of the principal the assistant principal or the Student Activity Fund manager (Pittsburg only).

All payments or disbursements involving Federal Grant Funds, shall comply with the provisions of Board Policy DAF through DAF-11.

Electronic signatures, including, e.g. computer generated signatures, may only be used as provided under Board policy *EHAC*. Electronic or digital payments may be made after approval or pre-approval by the Board and by the Treasurer.

Functions of the Treasurer may be carried out in the Treasurer's absence by a duly appointed Deputy Treasurer or Acting Treasurer. The Treasurer is authorized to delegate approval authority to the Business Administrator to make payroll related electronic payments, provided such payments have been previously authorized by the School Board.]

The Board strictly prohibits any person from signing a blank check, and physical (paper) checks will be pre-numbered.

Legal References:

RSA 197:23-a, Treasurer's Duties

RSA 294-E, Uniform Electronic Transfers Act

SAU #7 Policy Committee Reviewed/Revised: April 6, 2023

SAU #7 Board Reviewed/Revised: April 13, 2023