

HUDSON SCHOOL DISTRICT POLICY

DK Payments, Checks and Manifests

Adopted: January 8, 2024

Related Policies: DAF, DGA, DIH, EHAC

Category: Priority

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 or upon orders of two or more members of the School Board whom a majority of the Board has empowered to authorize payments.

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 dual signatures from the building principal or assistant principal and an administrative assistant to the principal or assistant principal. The activity advisor shall not be an authorized signor.

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

Electronic signatures, including 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

RSA 294-E

First Reading: December 20, 2023

Second Reading: January 8, 2024

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