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**THREE VILLAGE CENTRAL SCHOOL DISTRICT
Setauket, New York**

BOARD OF EDUCATION AGENDA MATERIALS

DATE OF BOARD MEETING: July 5, 2011

DATE MATERIAL SUBMITTED: June 30, 2011

OFFICE OF ORIGIN: Business Services

CATEGORY OF ITEM: Organizational Meeting

TITLE: DESIGNATION OF AUTHORIZED SIGNATURES ON CHECKS – 2011-2012

STAFF RECOMMENDATION:

Upon recommendation of the Superintendent of Schools be it resolved that the District Treasurer, be designated as the authorized signature on checks; in the absence of the District Treasurer, the Deputy District Treasurer be designated as the authorized signature on checks and further, that all checks in excess of \$15,000 except payroll checks, be co-signed by the Superintendent or, in his/her absence, the Superintendent's designee, the Assistant Superintendent for Educational and Pupil Personnel Services for the 2011-2012 school year. The second signatory cannot be a direct supervisor of the first signatory, and the second signature must be an actual signature, not a computer generated signature.

BACKGROUND - RATIONALE:

NOT AN OFFICIAL RECORD; SUBJECT TO CHANGE

authorized signatures