

THREE VILLAGE CENTRAL SCHOOL DISTRICT
Setauket, New York

CC

BOARD OF EDUCATION AGENDA MATERIALS

DATE OF BOARD MEETING: JULY 7, 2015 DATE MATERIAL SUBMITTED: JULY 2, 2015

OFFICE OF ORIGIN: BUSINESS SERVICES CATEGORY OF ITEM: ORGANIZATIONAL MEETING

TITLE: Designation of Authorized Signatures on Checks 2015-2016

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 Services for the 2015-2016 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.

NOT AN OFFICIAL RECORD; SUBJECT TO CHANGE