

THREE VILLAGE CENTRAL SCHOOL DISTRICT
Setauket, New York

BOARD OF EDUCATION AGENDA MATERIALS

DATE OF BOARD MEETING: JULY 13, 2016 DATE MATERIAL SUBMITTED: JULY 1, 2016

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

TITLE: Designation of Authorized Signatures on Checks 2016-2017

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 2016-2017 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