

AUTHORIZED SIGNATURES/CHECK-WRITING SERVICES

All warrants or other orders to pay money and all checks drawn on districts funds shall bear the signatures of the Board chairman and of either the Board clerk or the Board treasurer, as required by the state.

The Board of Trustees authorizes the use of facsimile signatures in the conduct of school business. In accordance with Wyoming law, the facsimile signature will be recorded with the Secretary of State. Overall responsibility for safekeeping of the check-writing machine keys and plate is delegated to the superintendent.

Both keys to the facsimile check signer shall be kept at the central office.

Established by statute and Board action of 1/24/72 and 12/10/74