

Raymond School District Policy - DK

PAYMENTS, CHECKS, AND MANIFESTS

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 as follows: ~~elementary school and middle school~~, signatures from the principal and the assistant principal will be required, **or if either is unavailable, signature from a designated guidance counselor may serve as the second signature.** ~~high school, signatures from the principal and designated secretary (or, if unavailable, designated guidance counselor) will be required.~~ The activity advisor shall not be an authorized signer.

All payments or disbursements involving Federal Grant Funds, shall comply with the provisions of Board Policy DAF through DAF-11.

Electronic signatures, including, e.g. 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, if applicable.

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, Treasurer's Duties

RSA 294-E, Uniform Electronic Transfers Act

Adopted: December 2, 2020

Proposed Revision Second Reading: December 1, 2021