

AUTHORIZED CHECK SIGNATURES

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All checks, except in case of an emergency authorized by the business office, will be generated electronically. The signatures of the Board President and Board Secretary shall appear on each check. These signatures may be affixed by machine through the use of signature plates, or via printing of scanned signatures. The business office is responsible for the security of all signature plates and files. The business office shall be responsible for the justification and origination of all District issued checks.