

**AUBURN SCHOOL DISTRICT
AUTHORIZED SIGNATURES**

Checks drawn on the general fund or any special fund (with the exception of the building activity fund) will require the signature of the Auburn School District Treasurer, who is authorized to sign only after approval of manifests by the Auburn School Board. Checks drawn on an activity fund will require one signature after approval by the advisor and school principal or assistant principal. Checks drawn on an activity fund shall require the signature of the school principal or assistant principal.

Electronic, ACH, and wire transfers of funds (electronic payments), for payment of accounts payable and all payroll manifests, may be approved by the School District Treasurer, or by the Business Administrator as delegated by the School District Treasurer, provided the School Board has approved a manifest authorizing the payment.

Adopted: December 19, 2001

Revised: May 10, 2022