

**AUTHORIZED SIGNATURES**

The BOCES Board authorizes the signature on checks issued against all accounts of the BOCES to be that of the Treasurer or, in his/her absence, the Deputy Treasurer.

The BOCES Board hereby authorizes the use of check signing software with safeguards for the BOCES' protection and with facsimile signatures of the Treasurer and Deputy Treasurer. Said software shall be maintained in the exclusive and secured possession of the Treasurer and Deputy Treasurer, respectively, or secured in a locked safe in the Business Office.

The Treasurer/Deputy Treasurer shall be present and shall control the affixing of his/her signature when checks are run. He or she should maintain a log of checks signed and should verify the sequence of check numbers that are used. The signing of blank checks is expressly forbidden.

The following accounts/funds are authorized and renewed annually at the Reorganizational Meeting:

<u>Fund</u>	<u>Signatures Required</u>
General Checking	Treasurer or Deputy Treasurer
Trust & Agency	Treasurer or Deputy Treasurer
Federal	Treasurer or Deputy Treasurer
Payroll	Treasurer or Deputy Treasurer
Capital	Treasurer or Deputy Treasurer and Assistant District Superintendent for Business or District Superintendent
Workmans Compensation	Treasurer or Deputy Treasurer and Assistant District Superintendent for Business or District Superintendent
Employee Benefit Reserve	Treasurer or Deputy Treasurer and Assistant District Superintendent for Business or District Superintendent
Unemployment Reserve	Treasurer or Deputy Treasurer and Assistant District Superintendent for Business or District Superintendent
Extracalssroom	Treasurer or Deputy Treasurer and Assistant District Superintendent for Business or District Superintendent
Pell	Treasurer or Deputy Treasurer and Assistant District Superintendent for Business or District Superintendent
Stafford	Treasurer or Deputy Treasurer and Assistant District Superintendent for Business or District Superintendent
CTE Reserve	Treasurer or Deputy Treasurer and Assistant District Superintendent for Business or District Superintendent
Scholarship	Treasurer or Deputy Treasurer and Assistant District Superintendent for Business or District Superintendent

Contracts authorized by BOCES Board resolution shall be signed by the BOCES Board President or in his/her absence the Vice-President, unless a different signatory is identified in the BOCES Board resolution. Purchase orders for goods and/or services identified in the various budget codes of the BOCES budget may be executed by the Purchasing Agent responsible for the procurement of such goods and/or services.

The BOCES Board authorizes the payment in advance of audit of claims for all public utility services, postage, freight and express charges, in accordance with law.

Ref: Education Law §§1720; 1724; 2523  
8 NYCRR §§170.1(c)(d); 172

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