

CHECK WRITING SERVICES  
(Use of Electronic Signatures)

Policy 661.1  
(formerly BCB – item 2, DGB and DL)

The signatures of the Board President, Clerk and Treasurer are required on all checks issued expending school district funds. The School Board has authorized the use of electronic signatures for the officers of the Board on such routine payments as employee payroll checks and other short notice checks which the Superintendent shall certify. The Board shall be made aware of such checks issued with electronic signatures at each regular Board meeting.

Access to the electronic signatures will be controlled by District Office procedures established by the Business Manager and Treasurer. Access to the electronic signatures will be limited to appropriate District Office employees and will be password protected. The signing of blank checks shall be prohibited. In addition, all voided or spoiled checks shall be marked and retained for a minimum of seven years or as determined by the Wisconsin Records Retention Schedule.

LEGAL REF.: Sections 66.0607 Wisconsin Statutes  
120.15(1)  
120.16(2)  
120.17

CROSS REF.: 662.1, Student Activity Funds Management  
665, Fraud Prevention and Reporting  
672, Purchasing  
673, Payment Procedures  
823, Access to Public Records

ADOPTED: 11/7/83  
AMENDED: 12/5/11