



DGA/DGB - AUTHORIZED SIGNATURES ON DISTRICT CHECKS

All checks for \$5,000 or more shall require the written or facsimile signatures of the President, Secretary and Treasurer of the Board of Education.

All checks for less than \$5,000 drawn on District checking accounts shall require either:

- the written or facsimile signatures of the President, Secretary and Treasurer of the Board of Education; or
- the written or facsimile signature of the Treasurer of the Board of Education and the written countersignature of another District employee authorized by the Board and controller as follows: (a) the Board shall determine on an annual basis the job titles authorized to countersign checks for less than \$5,000; and (b) the controller shall designate in writing which employees holding those job titles are authorized to sign such checks.

As required by law, an authorized individual's facsimile signature may only be used after that individual's manual signature has been filed with the Colorado Secretary of State and certified by the individual under oath.

Adopted by Board: April 1972

Revised by Board: April 1977

Revised by Board: December 1981

Revised by Board: March 1988

Revised by Board to conform with practice: May 22, 1995

Revised by Board: April 8, 1996

Revised by Board: October 14, 2002

Revised by Board: June 28, 2004

Revised by Board: August 23, 2016

LEGAL REFS:

C.R.S. 11-55-101, et seq.

C.R.S. 22-32-107

C.R.S. 22-32-121