

## **AUTHORIZED SIGNATURES**

As required by law, all checks drawn on funds of the Lafayette Parish School Board shall be signed by the Board President and Treasurer (Superintendent) or by any two officers or persons designated to the Board. The signature of the Treasurer only is required on individual payroll checks.

The Lafayette Parish School Board authorizes the Superintendent, Assistant Superintendent of Finance or the Director of Finance to sign checks and as permitted by law, sanctions the use of a facsimile signature device.

All checks under \$5,000 will require two facsimile signatures. Checks in excess of \$5,000 will require one facsimile and one original signature. All checks, other than payroll, will be reviewed by one of the authorized check signers.

Current practice codified 1975

Adopted:       Date of manual adoption

Revised:       11/3/93

Revised:       12/2/98

LEGAL REF.: LSA-R.S.2 17:97