

AUTHORIZED SIGNATURES

Checks drawn on the general fund and/or any special fund (with the exception of the activity and petty cash funds), will require the signature of the district treasurer, who is authorized to sign only after approval of the manifest(s) by a majority of the board members.

Check(s) may be drawn on the general fund and/or any special revenue fund prior to manifest(s) being reviewed at the board meeting upon approval of the board or one (1) designated member of the board who has been given authority by the board to release manifested checks to the treasurer for signature.

The district treasurer is given approval by the board to sign payroll checks before designated pay dates as required to meet federal law.

If the district treasurer becomes incapacitated, the board may appoint an acting treasurer to sign checks until the district treasurer is able to resume his/her duties.

Statutory/ Case Law/ Regulation References:

RSA 197:23-a Treasurer's Duties

RSA 197:24 Acting Treasurer

Adopted 1999

Revised 2013

