

Business

School Activity Funds

Checking Accounts/Authorized Signatures

Checks shall be drawn on approved vouchers only. The voucher shall be signed by the sponsor of the activity and the activity fund bookkeeper. Checks shall be drawn on approved vouchers and signed by the Principal as custodian of the funds, or by authorized designee. Two signatures are sufficient. No person shall sign checks whose signature is not on file at the bank.

Monies collected by school district employees and by student organizations shall be handled with good and prudent business procedures.

All monies collected shall be receipted and accounted for and directed without delay.

(cf. 1324 - Soliciting Funds from and by Students)