

AUTHORIZED SIGNATURES/CHECK-WRITING SERVICES

I. Authorized Signatures

The Superintendent is directed by the Board and the City of Somersworth, Division of Finance to create internal controls to ensure that contracts, checks and other official documents are accurate, authorized and signed by the appropriate persons and that necessary actions are taken to prevent mistakes, fraud, embezzlement and District liability, and to comply with applicable state or federal laws and regulations.

The Superintendent or his/her designee may sign documents on behalf of the District or the Board. When a signature of one Board member is required, the Chair, or in his/her absence, the Vice Chair, is authorized to sign on behalf of the Board.

The Superintendent may authorize other District personnel to sign documents or instruments on behalf of the District or School Board as required by any statute, regulation, or Board policy.

Execution of a document on behalf of the District or the Board is indication by the person so signing that the document is accurate, has been adequately approved by the Board or other District personnel as appropriate and necessary, and is in the best interest of the District.

Electronic signatures may be used if in accordance with Board Policy EHAC.

II. Check-Writing Services

Checks drawn on the general fund or any special fund (with exception of the activity fund) will require the signature of the City Finance Director, who is authorized to sign only after approval of manifest by the Board.

The checks issued by the District will be pre-numbered by the financial software.

Legal References:

RSA 48:16, City Treasurer: Duties

RSA 294-E, Uniform Electronic Transfers Act

City of Somersworth Administrative Code Section 29.3.6.7 Division of Finance

SOMERSWORTH

Category: Priority/Required by Law

DGA

Related Policies: DFA, DIH, DK, & EHAC

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