

Policy

SIGNATURES/FACSIMILES

The Jersey City Board of Education shall name the persons who are authorized to sign checks on its accounts at the annual organization meeting and as becomes necessary during the year.

In order to expedite the signing of payrolls and warrants issued by the district and to be signed by the official designated by law, signature stamps may be used. Such facsimiles shall be used only to sign approved warrants and shall be kept in safe custody. Procedures for the safeguarding of facsimiles shall be developed by the business administrator/board secretary.

Adopted: March 13, 2008
NJSBA Review/Update: March 2013
Readopted: October 17, 2013

Key Words

Deposit, Depositories, Accounts, Activity Account, Receipt

Legal References: N.J.S.A. 18A:17-31 Treasurer of school moneys
N.J.S.A. 18A:19-9 Compensation of teachers, etc., payrolls
N.J.S.A. 18A:19-10 Payroll bank accounts; checks for compensation
N.J.S.A. 18A:19-11 Signature of payroll checks by deputy

Possible

Cross References: *3100 Budget planning, preparation and adoption
*3160 Transfer of funds between line items/amendments/purchases not Budgeted
*3220/3230 State funds/federal funds
3290 Cash management/investing
3293 Depositories
*3400 Accounts
*3440 Inventories
*3570 District records and reports
*3571.4 Audit
*9326 Minutes

*Indicates policy is included in the Critical Policy Reference Manual.