

1

2 **AUTHORIZED SIGNATURES**

3 Checks drawn on the general fund or any special fund (with the exception of an activity
4 fund) or funds held by the trustee of the trust funds require the signature of the **Shaker**
5 **Regional School District (SRSD)** Treasurer, who is authorized to sign only after
6 approval of manifests by the **Shaker Regional School Board (SRSB)**.

7 Checks drawn on an activity fund will be processed by one person and signed by
8 another, as authorized by the school principal.¹

9 The checks used by the **SRSD** will be systematically numbered.

10 The Deputy Treasurer² is authorized to sign checks in the absence, or inability to serve,
11 of the Treasurer.

¹ SRSD Policy JJF

² NH RSA 197:24-a