

PELHAM SCHOOL DISTRICT POLICY DK - PAYMENTS, CHECKS & MANIFESTS

Category: *Priority*

Related Policies: DAF, DGA, DIH & EHAC

All manifests, supported by original invoices, must be approved and signed by a majority of the Pelham School Board.

All payments or disbursements involving Federal Grant Funds, shall comply with the provisions of Board Policy DAF.

The District's Treasurer (or Deputy Treasurer in the Treasurer's absence) shall sign all checks that are drawn on the District's general fund or any special funds (with the exception of the student activities fund). These payments will be processed from the central office. Computer generated signatures are authorized for payroll and accounts payable checks.

Electronic signatures, including, e.g. computer generated signatures, may only be used as provided under Board policy EHAC. Electronic or digital payments may be made after approval or pre-approval by the Board and by the Treasurer.

The District Treasurer is authorized to delegate approval authority to the Business Administrator to make payroll related electronic payments provided the payment has been authorized by the Board's prior approval of a manifest authorizing payment.

The Board strictly prohibits any person from signing a blank check.

District Policy History:

Adopted: May 07, 2014

Revised: March 6, 2024

Legal References:

RSA 197:23-a, Treasurer's Duties

RSA 294-E, Uniform Electronic Transfers Act