

FAIRFIELD AREA SCHOOL DISTRICT

SIGNING OF CHECKS

8220

- 8220.1      Activity Accounts  
See separate Board policy titled Activity Funds and its related Administrative Procedures.
- 8220.2      Payroll Accounts  
Payments made against this account shall be on checks signed by the treasurer.
- 8220.3      General Fund Checking and other Accounts  
Payment of bills shall be made by the Treasurer on the drawing of voucher checks signed by the Treasurer, the Secretary and the President.
- 8220.4      Facsimile Signatures  
“Any authorized officer, after filing with the Secretary of the Commonwealth his manual signature certified by him under oath, may execute or cause to be executed with a facsimile signature in lieu of his manual signature:  
(a) Any public security, provided that at least one signature required or permitted to be placed thereon shall be manually subscribed, and  
(b) Any instrument of payment.  
Upon compliance with this act by the authorized officer, his facsimile signature has the same legal effect as his manual signature.” [65 PS 302]
- 8220.5      Use of Facsimile Seal  
“When the seal of this Commonwealth or any of its departments, agencies, authorities, other instrumentalities, school districts, any county of the second class, or any authority created by school districts of the Commonwealth is required in execution of a public security or instrument of payment, the authorized officer may cause the seal to be printed, engraved, stamped or otherwise placed in facsimile thereon. The facsimile seal has the same legal effect as the impression of the seal.” [65 PS 303]

Revised May 5, 1997