
HORIZON SCHOOL DIVISION**POLICY HANDBOOK**

Policy Code: DGA
Policy Title: Authorized Signatures
Cross Reference: DJF
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POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION REQUIRES SIGNATURES FOR DEBIT TRANSACTIONS ON HORIZON SCHOOL DIVISION BANK ACCOUNTS.

REGULATIONS

1. Signatures for division debit transactions shall be any two of the following division personnel.
 - 1.1. Superintendent of Schools
 - 1.2. Associate Superintendent of Finance and Operations
 - 1.3. Associate Superintendent of Programs, and Human Services
 - 1.4. Associate Superintendent of Learner Services
 - 1.5. Payroll/Personnel Coordinator
 - 1.6. Or any other person who may be authorized by the Board from time to time.
2. Signatures for school debit transactions shall contain two signatures: The principal's signature and
 - 2.1. Secretary, or
 - 2.2. Any other person who may be authorized by the principal.
3. Credit card reconciliation shall be verified and signed off by the card holder and the card holder's immediate supervisor.