

SULLIVAN SCHOOL BOARD POLICY
Policy DK: Payments, Checks, and Manifests

DK

Category: Priority/Required by Law

Related Policies: DAF

All payments of district funds must be authorized by a majority of the School Board or upon orders of two or more members of the School Board whom a majority of the Board has empowered to authorize payments.

Authorized check signers for the district are the Board Chair and Bookkeeper. In the absence of the Board Chair, the Vice-Chair is authorized to sign checks.

Electronic or digital payments are authorized by the School Board. The Board Chair, Vice-Chair, and Bookkeeper shall have separate logins and passwords for access to the bank's online banking system.

The Treasurer shall have access to the district bank account, including read-only the district's online banking system, review bank statements for accuracy each month as a safeguard and report any concerns to the Board without delay.

The Board may provide the Superintendent with read-only access to the district's online banking system to review bank statements for accuracy as a safeguard and to report any concerns to the Board without delay.

The Board may provide the Business Administrator with read-only access to the district's online banking system to review bank statements for accuracy as a safeguard and to report any concerns to the Superintendent without delay.

The Board strictly prohibits any person from signing a blank check, and physical (paper) checks will be pre-numbered.

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

All checks over \$100,000 must be signed by two designated signers, with the exception of tuition payments to the Keene School District and the Nelson School District.

First Reading:	9/13/2023
Second Reading:	10/11/23
Adoption:	10/11/23
Revised:	8/13/25
Revised:	1/14/26

Legal References: RSA 294-E, Uniform Electronic Transfers Act