

# Elizabethton City Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term:  <b>Authorized Signatures</b>	Descriptor Code: <b>2.8001</b>	Issued Date: <b>11/24/14</b>
		Rescinds: <b>2.8001</b>	Issued: <b>03/17/05</b>

1 All warrants authorized by the Board and issued by the director of schools for all expenditures of the  
2 school system shall be signed by two (2) of the following individuals:

- 3 1.) the director of schools or the assistant director of schools; and  
4 2.) the board chair or the board vice chair.<sup>1</sup>

5 The Board authorizes the use of mechanical signing equipment to affix signatures to public school  
6 warrants.<sup>2</sup>

7 Each check drawn on a school activity fund shall be signed by the principal or the principal's designee  
8 and one other person in accordance with the procedures outlined in the *Tennessee Internal School*  
9 *Uniform Accounting Policy Manual*.<sup>3</sup>

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#### Legal References

1. TCA 49-2-301(f)(5); TCA 49-2-205(4); TCA 6-36-116
2. TCA 49-2-113
3. TCA 49-2-110