

Elizabethton City Board of Education

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

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.¹

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

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*.³

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