

PRESTON COUNTY BOARD OF EDUCATION FILE: 5 – FINANCIAL MANAGEMENT File: 5-3 Signatories	Last Reviewed: 6-28-10 Next Review: 7-01-12
---	--

All orders drawn on accounts of the Preston County Board of Education shall be signed by the President, countersigned by the Secretary and by the Treasurer of the Board of Education. Such signatories may be made by means of such mechanical or electrical device as the Board may select. The mechanical or electrical device and facsimile signature plates for the making of the signatories shall be safely kept so that no one shall have access thereto except the President, the Secretary, and the Treasurer of the Board and such of their respective employees as may be authorized by the Superintendent for the signatures for the President and Secretary and by the Treasurer for the signature of the Treasurer.

The above signatory requirements are essentially the same as those required by WVC §18-9-3, except that this section specifically requires the signature of the Treasurer and further mentions the presence of facsimile signature plates. WVC §18-9-3 requires the Treasurer of the Board to pay money only upon order of the Board. It is the Treasurer's function and responsibility to disburse the money and s/he must be responsible for the management of the cash flow in performance of his/her responsibilities. *(WVC §18-9-3; §18-9-4)*

[Home](#)

Adopted: June 19, 1984
Amended/Revised: June 28, 2010