

# MANCHESTER CITY SCHOOLS

## Policy Manual

**Descriptor Code:** 2.811 Authorized Signatures  
**Issued Date:** 11/10/03  
**Rescinds:**  
**Rescind Date:**  
**Review Month:** September/October

The Board chairman shall countersign or initial all warrants authorized by the Board of Education. In the absence of the Board Chairman, the Board Vice-Chairman may sign.

The Board authorizes the use of mechanical signing equipment<sup>1</sup> by Board chairman on all warrants. The business manager shall review and initial all warrants signed by mechanical equipment.

The principal or a designee of each school shall countersign each check drawn on the school activity fund.

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### Legal References:

1. [TCA 49-2-113](#)
2. [TCA 49-2-110](#)

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### Cross References: