

### **AUTHORIZATION OF WARRANT SIGNATURE**

Board Resolution No. \_\_\_\_\_

**WHEREAS**, \_\_\_\_\_ has been designated as Superintendent/Secretary to the Board of School District No. \_\_\_\_\_ effective \_\_\_\_\_;

**WHEREAS**, the Secretary to the Board is required to sign all warrants ordered to be issued by the Board of Directors; and

**WHEREAS**, the number of payroll and all accounts payable warrants issued each month by School District if signed personally by the President of the Board would impose too great a task.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of \_\_\_\_\_ School District No. \_\_\_\_\_, \_\_\_\_\_ County, Washington, as follows.

- A. Moneys of such school districts shall be paid out only upon orders for warrants signed by the president, or a majority of the board of directors and countersigned by the secretary: (First-class districts)
- B. Second-class school districts, subject to the approval of the superintendent of public instruction, may draw and issue warrants for the payment of moneys upon approval of a majority of the board of directors, such warrants to be signed by the chair of the board and countersigned by the secretary:

PROVIDED, That when, in the judgment of the board of directors, the orders for warrants issued by the district monthly shall have reached such numbers that the signing of each warrant by the chair of the board personally imposes too great a task on the chair, the board of directors, after auditing all payrolls and bills, may authorize the issuing of one general certificate to the county treasurer, to be signed by the chair of the board, authorizing said treasurer to pay all the warrants specified by date, number, name and amount, and the funds on which said warrants shall be drawn; thereupon the secretary of said board shall be authorized to draw and sign said orders for warrants. Orders for warrants and warrant registers may be sent in an electronic format and using facsimile signatures as provided under chapter 39.62 RCW.

**BE IT FURTHER RESOLVED** that the signatures below are the true and correct signatures to appear on said warrants or certificates effective \_\_\_\_\_, 20\_\_.

The \_\_\_\_\_ County Treasurer is hereby authorized to pay all warrants authorized by such signatures.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 20\_\_. **EFFECTIVE:** \_\_\_\_\_

\_\_\_\_\_  
Board President   Vice-President                                    Board Member

\_\_\_\_\_  
Board Member     Board Member

**ATTEST:**

\_\_\_\_\_  
Superintendent, Secretary to the Board