

**WEST LINN-WILSONVILLE SCHOOL DISTRICT
SCHOOL BOARD POLICY**

Current File Code: DGB
Date Policy Reviewed and Re-Adopted: 12-04-06

CHECK WRITING SERVICES

The board authorizes the use of handwritten checks when there is the necessity for this service. A properly completed requisition must be processed as a requirement for a handwritten check. A request for a handwritten check, with the signature of the person requesting the check, shall be written on the face of the requisition. The deputy clerk/assistant business manager is the official authorized person to approve check requests.

Signing of blank checks shall be prohibited. All void or spoiled checks shall be so marked and retained with the signature section being removed and destroyed.

END OF POLICY