

CHECK-WRITING SERVICES

The Board authorizes the use of a check-signing machine in accordance with the following provisions:

1. The Treasurer is authorized to sign checks in accordance with provisions of the Ohio Revised Code.
2. The check-signing equipment and the signature keys shall be stored in a locked room.
3. The signing of blank checks shall be prohibited.
4. All void or spoiled checks shall be marked and retained and the signature section shall be removed and destroyed.

Adopted 5/14/79
Revised 8/24/87
Adopted 1/10/96
Revised 3/14/05
Reviewed 4/10/2012