

**17B-1-635 Duties with respect to issuance of checks.**

- (1) The district clerk or other designated person not performing treasurer duties shall prepare the necessary checks after having determined that:
  - (a) the claim was authorized by:
    - (i) the board of trustees; or
    - (ii) the local district financial officer, if the financial officer is not the clerk, in accordance with Section 17B-1-642;
  - (b) the claim does not overexpend the appropriate departmental budget established by the board of trustees; and
  - (c) the expenditure was approved in advance by the board of trustees or its designee.
- (2)
  - (a)
    - (i) The treasurer or any other person appointed by the board of trustees shall sign all checks.
    - (ii) The person maintaining the financial records may not sign any single signature check.
  - (b) In a local district with an expenditure budget of less than \$50,000 per year, a member of the board of trustees shall also sign all checks.
  - (c) Before affixing a signature, the treasurer or other designated person shall determine that a sufficient amount is on deposit in the appropriate bank account of the district to honor the check.

Renumbered and Amended by Chapter 329, 2007 General Session