Monroe 2-Orleans BOCES Policy
Series 4000 – Non-Instructional/Business Operations
Policy #4410 – APPROVAL OF EXPENDITURES

Funds will not be expended for budgeted BOCES functions except upon approval by the District Superintendent or their designee. Normally, the District Superintendent or their designee will certify payroll and the Assistant Superintendent for Finance and Operations or their designee will act as Purchasing Agent.

Authorized Signatures

The signature of the Treasurer or Assistant Treasurer shall be required on all checks drawn on accounts authorized by the Board.

The Assistant Superintendent for Finance and Operations, Treasurer, Assistant Treasurer, or other designees, shall be authorized to transfer from one account to another account in the same bank (example, from savings account to checking account).

The District Superintendent will also be an authorized signatory in the absence of the Treasurer and Assistant Treasurer.

Adopted: 7/13/1999
Revised: 2/18/2009
Reviewed: 9/21/2011
Reviewed: 8/20/2014
Reviewed: 8/16/2017
Revised: 8/19/2020
Revised: 8/16/2023
Reviewed: 9/9/2026