

AUTHORIZED SIGNATURES

The chairperson of the School Committee or a designee-appointed by the Committee will sign payrolls presented for approval. Annually the School Committee will vote approval to authorize the following required number of signatures for Payroll Warrants as one Signature and forward approval of such motion to the Town Accountant.

Approval of Accounts Payable Warrants shall require a majority of signatures for approval.

The town treasurer, who also serves as the school department treasurer, signs all checks drawn against school department funds. No other signature is valid.

LEGAL REF. M.G.L. 41:41. 41:52, Town of Littleton Code, 18-4

SOURCE: MASC Policy

Adopted:	February 16, 1995
Revised:	September 30, 2000
Revised:	November 20, 2014
Reviewed:	February 6, 2020