

**Request for Authorization for Waco ISD Employee
to be Treasurer and/or Signer on Parent Organization Bank Account(s)**

According to District Guidelines for Parent Organizations (POrg):

No district employee can be an authorized signer for the bank account(s) of the POrg without prior written approval from the Superintendent. Appropriate written approval must be received before a substitute, or temporary worker may be a Treasurer or an authorized signer on the bank accounts of a POrg and before any employee may be a Treasurer or an authorized signer on the bank account of a (POrg). No Principal, Secretary, coach, director of a UIL activity, or designated facility sponsor who serves as a liaison between the parent group and the district shall be approved as a signer on the bank account(s) of a POrg. This written approval must be kept on file with the district's Department of Internal Audit.

_____ (name of POrg) would like the following
District employee to be a Treasurer and/or an authorized signer on the POrg's bank account(s):

Name (Printed)

District Position (Printed)

I, undersigned, agree that my service to the POrg will not interfere with the performance of my duties for WISD and that I will not perform such service within my approved work schedule. I also agree to abide by all board policies including but not limited to DBD (Legal) and DBD (Local). My capacity as Treasurer and/or signer of the POrg bank account does not legally bind WISD and is outside of my employment with WISD. I acknowledge that this authorization expires on August 31st of _____ (current school year only) or when I am no longer the Treasurer or authorized bank account signer whichever is earlier.

Employee Signature

District Location (Printed)

Date

Approval by the Superintendent of the District:

Name (Printed)

Signature

Date

Please retain a copy and return the completed form to the Internal Audit Department