

ATTACHMENT NO. IX-C: Add additional signer to Flex Spending and Imprest Accounts

Potential motion: Move to approve to add Brenda Zellner as a signer to the Flex Spending and the Imprest Account

Recommended action: Approve the motion

It is recommended to add Brenda Zellner as a signer on the Flex Spending and the Imprest checking accounts. Ms. Zellner will be the main employee that will be working with the flex spending. The Business Office would also like to add her to the Imprest account, as there are times when both Dr. Greenlee and Mrs. Saunders are not available to sign. In that event, Ms. Zellner's signature would expedite the processing of Imprest checks. Reopening the Imprest account will shorten the turnaround time for reimbursement, which will eliminate the wait for the monthly Board meeting. The Imprest account will be reopened once we go live with Decision Systems. Adding another signer is a resolution change with the bank, and requires approval from the Board of Education.