



College Station Independent School District

Success...each life...each day...each hour

MEMORANDUM

To: Dr. Eddie Coulson, Superintendent

From: Glynn Walker, Deputy Superintendent

Date: May 12, 2011

Subject: Addition of authorized check signers on CSISD accounts

Agenda Item: K-1

Board Priority/

District Goal: Priority 3, Goal 4

BACKGROUND

College Station Independent School District maintains several accounts at Citibank for administering all district monies. It is recommended that the district add Debra Parks, Director of Business Services, to the listing of authorized check signers for all identified district accounts. It is also recommended that David Raffield, AMCHS Athletic Coordinator, becomes an approved check signer for the AMCHS Athletic Trust and Agency account. Names of former employees will also be removed from these accounts.

RECOMMENDATION

It is recommended that the Board of Trustees of College Station Independent School District consider the approval of these changes to the authorized check signers for the district bank accounts as presented.

Handwritten signature of Glynn Walker in black ink.

GLYNN WALKER
*Deputy Superintendent for
Human Resources and Business*

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Handwritten signature of Eddie Coulson in black ink, dated 5-13-2011.

EDDIE COULSON, Ed.D.
Superintendent of Schools