

Adopted: 02/08/13

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2<sup>nd</sup> Reading: 02/08/13

## **725 CHECK-SIGNING**

### **I. PURPOSE**

The purpose of this policy is to outline the requirements for check-signing.

### **II. GENERAL STATEMENT OF POLICY**

The check-writing policy requires two signatures on all checks with a dollar amount over \$2,750.00 and only one signature on all checks with a dollar amount less than \$2,750.00. At no time will two checks be written in order to avert the dual signature policy unless it has been pre- approved by the board. The two signatures required will be from the board chair, vice board chair, or other board member.