

BUSINESS OPERATIONS  
SIGNATURES/FACSIMILES

Signatures on Association Checks

All Association checks require two signatures, one of which shall be the facsimile signature of the Vice President for Finance. Checks will not be released until the Vice President for Finance has approved and signed the voucher check list (except in situations as defined in GO/3326).

Copies of signature authority cards shall be placed in each authorized staff member's personnel file and pulled when the employee leaves the Association to ensure that the staff member's name is removed from signature authority.

The following shall be the authorized second signatures.

Signatures permitted on checks for payroll, petty cash and regular checking:

- A. Executive Director;
- B. In the absence of the Executive Director the Executive Director's designee;
- C. In the absence of both the Executive Director and the Executive Director's designee, the next senior member of the executive staff that is not the Director of the Finance and Operational Services Department.

No one shall sign a check made payable to him or herself.

Issued: June 11, 1984

Revised: February 1, 1986  
October 19, 1990  
June 11, 1991  
January 24, 1992  
July 6, 1994  
February 6, 2006  
May 2007  
September 2010