

## Title: Procedure for Signing Checks

### Control Information

Control Item	Details
Owner/Curator	BCS Board Secretary/BCS Administrator
Policy #	0003a
Supersedes	None
File Location	www.bethanycharter.org
Board approval date	May 6, 2004

### Revision History

Revision	Date	Revision Description	Originator
A	May 6, 2004	Initial release	K. Buchheit

## 1.1. Objective:

The objective of this policy is the following

1. Define the procedure for signing checks
2. Define the Accountability Map.

## 1.2. Procedure for signing checks:

1. Checks are to be signed by two people on the signature card on record at the bank.
2. Checks that must be signed by one person due to an emergency need to have an accompanying email sent to all board members the same day explaining the situation, including why it was an emergency.