

Title: Financial Password Management

Control Information

Control Item	Details
Owner/Curator	Payton James-Amberg
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Consult and Notify	ICP, ED, FM, AA

Revision History

Revision	Date	Revision Description	Originator
A	2008	Initial Release	Mark Hazelton
B	April 29, 2010	Reaffirmation of policy	C. H. Horning
C	8/14/2014	Update	Elisa Fairbanks

1.1. Objective

The objective of this policy is the following:

1. Define users, frequency of password changes, and responsibilities used for financial management.

1.2. Passwords and Date Changes

Descriptions	Change Dates	Person Responsible	2nd Password Holder
Bookkeeper PC user password	Quarterly	Bookkeeper or Finance Manager	ICP Board President
Quickbooks Administrative user	Yearly (aligned with year end audit)	Executive Director or Finance Manager	ICP Board President