

Title: Procedure for Signing Checks and Approving Automatic Deposit of Paychecks and Reimbursement Checks

Control Information

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Owner/Curator	Payton James-Amberg
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Revision History

Revision	Date	Revision Description	Originator
A	2008	Initial Release	Mark Hazelton
B	2/4/2010	Change amount for single signer	John H. Knight
C	8/14/2014	Update	Elisa Fairbanks

1.1. Objective:

The objective of this policy is the following

1. Define the procedure for signing checks.
2. Defining the procedure for approving direct deposit of paychecks.

1.2. Procedure for Signing Checks:

1. Checks below \$500, with the exception of payroll checks, can be signed by any one of the following combinations as long as each individual signer is registered as a signer with the bank:
 - 1.1 One Board Member.
 - 2.2 Executive Director.
2. Checks including and above \$500 can be signed by any one of the following combinations:
 - 2.1 Two Board Members.
 - 2.2 Board Member and Executive Director.
3. In an emergency, a check can be signed by a single board member or executive director. Checks that must be signed by one board member or executive director 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. A copy of that email should be filed with the records for that check.

1.3. Procedure for Approving Direct Deposit of Paychecks:

1. In order to approve direct deposit of paychecks, the Executive Director and a Board member (or two Board Members, if the Executive Director is unavailable) will approve a copy of the individual employee's payroll summary report by signing each page of the report.