

RULES AND REGULATIONS – FINANCE AND BUDGET

CHECK SIGNING PROCEDURE

The following are the responsibilities of check signers.

1. Is there appropriate written backup for each check?
2. Are correct account numbers properly noted in ink on the backup and initialed by authorized person?
3. Are all checks in sequence accounted for (including voided checks)?

I have reviewed checks being signed to my satisfaction in accordance with above:

Date: _____ Check nos. _____ to _____ Initial _____

Date: _____ Check nos. _____ to _____ Initial _____

Date: _____ Check nos. _____ to _____ Initial _____

Date: _____ Check nos. _____ to _____ Initial _____

Date: _____ Check nos. _____ to _____ Initial _____

Date: _____ Check nos. _____ to _____ Initial _____

Date: _____ Check nos. _____ to _____ Initial _____

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Date: _____ Check nos. _____ to _____ Initial _____

Date: _____ Check nos. _____ to _____ Initial _____

Date: _____ Check nos. _____ to _____ Initial _____

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Adopted at Board of Trustees meeting, January 15, 2003.

Reaffirmed by The Board of Trustees at the Meeting held: July 16, 2009

William A. Stull, President

Richard Poole, Secretary