



## **POLICY FOR SIGNATURE AUTHORITY**

### **CHECKS**

1. Executive Director shall have the authority to sign checks up to \$2,500.00.
2. Two signatures shall be required on all checks over \$2,500.00.
3. Second signature authority shall be granted to (in the following order):
  - Chair of the Administration/Finance Committee
  - Co-Chair of the Administration/Finance Committee
  - Chair of the Commission
  - Vice Chair of the Commission
4. If the Executive Director is not available, and there is a documented reason for the need to release a payment in the Executive Director's absence, any of the designated second signatories shall have the authority to sign checks in accordance with the policy:
  - One signature required for checks up to \$2,500.00.
  - Two signatures required for checks exceeding \$2,500.00

### **WIRE TRANSFERS**

1. Executive Director or Administration/Finance Committee Chair shall have the authority to sign wire transfers. If the Executive Director is not available, any of the designated second signatories for checks shall have the authority to sign wire transfers. In the case of wire transfers, only one signature is required.