



File: AR-DGA-DGB

AUTHORIZED SIGNATURES/CHECK WRITING SERVICES

The check-writing process is as follows:

1. All checks up to \$5,000 must have two signatures.
2. All checks over \$5,000 must have three original signatures, at least one of which must be that of an officer of the ARPS Board of Directors.
3. The following shall have authority to sign checks: Chief Finance Officer, Principal, President, Vice President, Secretary and Treasurer.
4. Any expense over \$500.00 from the ARPS Board account must be approved as a consent item.
5. To ensure that the above measures are being followed, the Treasurer of the Board of Directors shall hold regular meetings of the Finance Committee, and shall also review the monthly bank statements in a timely manner, and shall review payroll quarterly.

Adopted January 15, 2014