

CHECK SIGNING POLICY

Two signatures are required on all payroll and end of the month checks.

- A. One signature is the Board President, manual or facsimile, or the Finance Officer of the Board of Trustees, manual or facsimile.
- B. One signature is the Library Treasurer, manual or facsimile, or one of the Assistant Treasurers, manual or facsimile.
- C. Other than the Board President, the use of signature stamp must be done personally by the person whose signature stamp is being used. Such stamp must be maintained by the individual.