

Northeast College Prep

Policy # 790: CHECK SIGNERS POLICY

Adopted: 5/21/13

Revision Date: 12/19/17, 8/20/2024

I. PURPOSE

To identify whom the Board of Directors authorizes to sign checks for the school.

II. GENERAL STATEMENT OF POLICY

It is appropriate for the Board to maintain fiscal control of the school by authorizing who may sign checks on behalf of Northeast College Prep.

III. CHECK SIGNING PROCESS

Northeast College Prep utilizes an electronic check signing process administered by its financial services provider to prepare checks. This process allows the check signers to electronically review and approve all transactions before any checks are issued. It simplifies the check preparation and issuance process because it is not necessary for the designated signers to handwrite their signatures on each check.

III. SIGNERS

All checks will be signed by the Executive Director.