

Title: Procedure for Signing Checks

Control Information

Control Item	Details
Owner/Curator	Kathy Tate
Policy #	SJS7000
Supersedes	None
File Location	
Board approval date	

Revision History

Revision	Date	Revision Description	Originator
A		Initial Release	Kathy Tate

1. Procedure for signing checks

1.1. Objective:

The objective of this policy is the following

1. Define the procedure for signing checks

1.2. Procedure for signing checks:

1. Checks are to be signed by two people on the signature card on record at the bank.