

UUFPPOLICY

Name

Check-Writing Policy

Purpose

To clarify responsibilities and boundaries when it comes to how checks drawn on the UUFPP bank account are to be written and signed.

Policy

1. The Fellowship Administrator is authorized to write checks.
2. The President, the Finance Chair and the Treasurer are authorized to sign checks.
3. In the event that the Fellowship Administrator is not available to write a check and there is a specified urgent need, the Minister (or the President if the minister is not available) may authorize another Staff member or Board member to write the needed check.
4. While an individual authorized (by job description or by one-time dispensation) to write a check may write a check payable to themselves, they may not under any circumstances sign a check payable to themselves.

History

Initial formulation: January 16th 2013

Initial draft: February 27th 2013

Minor revision: March 27th 2013

Adopted by Board vote: March 27th 2013