

UUFSD Policy and Procedure Document**Policy ID: 143****Title: Authorized Check Signers**

Date Approved: Approved by the Board of Directors October 30, 2019

Purpose

To create and oversee the process for designating those people who are authorized to sign checks, withdraw funds in any UUFSD financial accounts or move investment funds from any UUFSD account.

Policy

No one shall be authorized to process or sign any documents named above that is or will be responsible for supervising any contractors who will be submitting invoices for work done at the Fellowship. No one shall be authorized to process or sign any documents named above that are requested by a relative (spouse, natural or adopted child, grandparent, sibling or domestic partner) .

Procedure

The Board President, Treasurer and two members of the Finance Committee shall be authorized check signers, unless they fall under the provisions stated in the Policy. Anyone proposed to become a check signer or otherwise authorized to manage any investment funds shall be approved in advance by the Finance Committee.