



Making something amazing.

**Adopted: 3-4-18**

## **729 CHECK SIGNING**

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

It is appropriate for The Studio School Board of Directors to maintain fiscal control of the school by authorizing who may sign checks on behalf of The Studio School.

### **III. CHECK SIGNING PROCEDURE**

The Studio School 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.

### **IV. AUTHORIZED SIGNERS**

All checks will be signed by at least two of the following three (3) individuals: Board Chair, Board Treasurer, and Executive Director of The Studio School.