

TREASURER/FINANCE COMMITTEE



Policy #: TREASURER/FINANCE COMMITTEE 01

Policy Name: CHECK SIGNATURE POLICY

Approved By: OCSDC BOARD OF DIRECTORS

Date Approved: Monday, July 11, 2022

Background: In order to make day to day operations easier Danielle Richards, the Treasurer recommends a two signature requirement only on checks over \$1000.00. The President and Vice President have viewing access to all of the financial accounts to serve as a check and balance. This allows the Treasurer to take care of most routine business without having to track down the President or Vice President for a second signature.

Policy: On any OCSDC Check or Transaction over \$1000.00 there must be two signers on the check or document.