

## **Dighton Housing Authority Check Signing Policy**

The Dighton Housing Authority hereby establishes a policy that identifies those people who are authorized to sign and issue checks on its behalf. The purpose of this policy is to update instructions to depositories so that there is a clear understanding regarding this important matter. It also is necessary to implement appropriate internal controls over our financial matters.

The following policy for issuing and signing checks of the Housing Authority shall be established:

All checks shall bear two signatures. The following are authorized to sign checks:

- Executive Director
- Chairman
- Vice-Chairman
- Treasurer
- Assistant Treasurer

The supporting data for each check shall be available for the signer to review at the time of signing.

The Dighton Housing Authority may establish procedures for automated signatures.

A copy of this policy shall be forwarded to all designated depositories of the Authority.

This policy rescinds all previous authorization policies and shall become effective upon its adoption.

Approved by Board Action at its Tuesday, September 11, 2001 Meeting.