ACTIONS OF THE BOARD OF DIRECTORS OF

**SOUTHEAST REGIONAL TRAUMA ADVISORY COUNCIL, INC.**

**BY CONSENT OF THE DIRECTORS**

**PURSUANT TO SEC. 181.0821, WIS. STATS.**

The undersigned, being at least two-thirds of the members of the Executive Council of Southeast Regional Trauma Advisory Council, Inc., a Wisconsin nonstock corporation, hereby adopt the following resolutions and consent and agree to the same and to the actions thereby taken:

**I.**

**Resolved**, that the following individuals have authority to sign checks and make electronic disbursements:

1. The President and Treasurer and Coordinatoror other agents as specified, are authorized to sign checks and to make electronic disbursements consistent with the terms of this resolution.
2. Checks or electronic disbursements up to $500.00 require one signature or either one officer named above or by an agent if specifically directed by an officer named above.
3. Checks or electronic disbursements over $500.01 require two signatures, one of which must be that of an officer, or one signature of an officer or designated agent with prior Board approval for that specific transaction, including amounts included in the budget.
4. If a check is made payable to a person who has check signing authority, that person may not sign that check.

**II.**

**Resolved**, that cash disbursements are subject to the following requirements:

1. All disbursements require review for the existence of proper supporting documentation, such as a purchase order and evidence of the receipt of the goods and services.
2. Petty cash disbursements may be made only by an authorized check signer, as indicated above, and only upon review and approval of the transaction.
3. Disbursements by check are subject to the check-signing requirements above, and only upon review and approval of the transaction.

Dated Approved Aug 16, 2022 at SERTAC Executive Council Meeting

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