



POLICY

CATEGORY:	Finance	No. <u>2.0.207.02</u>
SUBJECT:	Check Signature	
SUPERSEDES:	July 1, 1998, F-207, 2.0.207.00, 2.0.207.01	
EFFECTIVE:	February 16, 2023	
BOARD APPROVAL:		
DATE OF LAST REVIEW		

I. PURPOSE:

This policy provides guidelines to be followed for check signatures. These guidelines are intended to ensure consistency and fiscal accountability, segregation of duties, and transparency.

II. DEFINITIONS: N/A

III. POLICY STATEMENT:

As an organization, Workforce Solutions Coastal Bend must have procedures for effectively managed fiscal procedures. The two methods for the signature of checks maximize internal controls with in the organization.

IV. PROCEDURES:

The following methods are Workforce Solutions Coastal Bend's check signature procedures..

Manual Signature

One signature is required for support services checks < \$1,000. The President/CEO, an officer of the Board, or any of the approved Board employees with signature authority has the authority to sign. Two signatures are required for all other checks. A member of the Leadership Team (President/CEO, Chief Operating Officer, or Chief Financial Officer) and one officer of the Board of Directors have the authority to execute payments over \$50,000.00.

Electronic payments

Electronic payments will be submitted on a periodic basis for review to the President/CEO and/or Chief Operating Officer. Items over \$50,000 will be submitted to officer of the Board of Directors on a periodic basis for signature

V. RELATED POLICY INFORMATION:

- 2.0.407.02 Cash Disbursements
- 2.0.109.01 Expiration of Checks
- 2.0.203.00 Internal Controls
- 34 CFR 76.702; 2 CR 200.302; 2 CFR 200.306(b); 2 CFR 200

VI. RESPONSIBILITIES:

Board Staff shall ensure that Fiscal employees are aware and comply with this policy and rules as outlined in the Procedures and Related Policy Information documents.

VII. FORMS AND INSTRUCTIONS: N/A

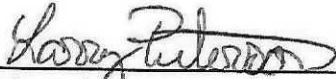
VIII. DISTRIBUTION:

Board of Directors

Board Staff

Service Provider Staff

IX. SIGNATURES:



Reviewed by EO Officer

2/24/23
Date



President/CEO

02/24/2023
Date