

NACRC CHECK SIGNING POLICY

1. IMI to prepare NACRC checks once each week.
2. Allow only one signature on checks of \$1,500 or less.
3. Allow only one signature on checks that are recurring, monthly expenses for which NACRC has formal contractual agreement (example: IMI retainer). These checks, in essence, are pre-approved expenses via the NACRC budget.
4. Any checks written and disbursed with only one signature will be copied (showing signature) and sent to Treasurer, along with a copy of the invoice being paid. In this way, the Treasurer can continue to monitor sequential check numbers and appropriate payments.
5. Additionally, the end-of-month financial report is another checkpoint in seeing exactly what has been disbursed and from which chart of accounts number.