

## **AUTHORIZED SIGNATURES**

*Code* **DGA** *Issued* **12/02**

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Purpose: To establish the basic structure for the signing of checks drawn on center accounts.

The director is authorized to sign payroll checks. In cases of emergency (when the director is incapacitated), the chairman of the board is authorized to sign checks.

The director and one board member must sign all accounts payable checks to insure accountability.

Adopted 3/18/85; Revised 12/17/02