



JCS-Inc. Administrative  
Regulations

## **4003.2 Banking, Authorized Signatories of Operating Account Administrative Regulations**

**Effective Date: December 08, 2006**

### **Procedure:**

1. The Executive Director or designee will submit to the accounting department requisitions for checks or purchase orders according to the Policy for Purchasing Materials or Services.
2. The accounting department will prepare a report listing all checks to be issued Monday, Wednesday, and Friday.
3. The accounting department will distribute this list to the Executive Director or designee for approval.
4. The Executive Director and an authorized Board Member or designee will sign and date the report as approved.
5. The accounting department is authorized to release the checks only upon receipt of the signed and dated report.
6. Transaction reports will be distributed to the Board members in the board packets at least three days prior to Board meetings
7. The Board will ratify the transactions as a part of the consent agenda.
8. Individual transactions, at the request of a Board member, will be taken from the consent agenda and placed on the discussion agenda.

Original Procedure: 03/10/03

Revised Procedure: 12/08/06