



JCS-Inc. Policies

4003.1 Banking, Authorized Signatories of Operating Account Policy

Effective Date: December 08, 2006 Approved by: Board of Directors

Policy:

The Board may authorize a school administrator to apply an electronic signature or stamped signature for checks generated by the school office. Authorization to sign checks will be given on the basis of customary payroll and regular monthly expenses to the school, approved contract transactions, and specific direction of the board. Transactions will be presented in summary form to the Board at least three days prior to each Board Meeting, and must be ratified by the Board.

The Petty Cash policies and procedures are covered in the Petty Cash Policy.

Original Policy 03/10/03

Revised Policy 12/08/06