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# PROGENY ACADEMY

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## POLICY #729: CHECK SIGNING

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### I. PURPOSE

To identify whom the Progeny Academy School Board of Directors authorizes to sign checks for the school.

### II. GENERAL STATEMENT OF POLICY

It is appropriate for Progeny Academy School Board of Directors to maintain fiscal control of the school by authorizing who may sign checks on behalf of Progeny Academy.

### III. CHECK SIGNING PROCEDURE

Progeny Academy utilizes an electronic check signing process administered by its financial services provider to prepare checks. This process allows the check signers to electronically review and approve all transactions before any checks are issued. It simplifies the check preparation and issuance process because it is not necessary for the designated signers to handwrite their signatures on each check.

### IV. AUTHORIZED SIGNERS

All checks will be signed by at least two of the following four (3) individuals: Board Chair, Board Treasurer, Human Resources & Operations Director and school Director.

ADOPTED: May 18, 2019

REVIWED/REVISED: May 20, 2023