



# NYAPT

NEW YORK ASSOCIATION FOR PUPIL TRANSPORTATION

266 Hudson Avenue • Albany, NY 12210 • PH: 518-463-4937 FX: 518-463-8743 • WWW.NYAPT.ORG

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**RESOLUTION:** 2003-003-F  
**SUBJECT:** Procedures for Signing Checks  
**DATE ADOPTED:** December 6, 2003  
**AMENDED:** 10/18/05; 12/03/05  
**REVIEWED:** 12/4/2010

### Procedures for Signing Checks

Check signing is an important function for the association and provides one more opportunity to ensure financial accountability by involving more than one person in the process. The Board of Directors has devised the following standards and guidelines for the signing of checks. It is intended to accomplish the accountability that we desire as a Board but is also sufficiently flexible to respond to the realities of managing an association as active as our own.

The key principles behind our policy are as follows:

- All checks payable for amounts of \$250.00 or more shall be signed by the Treasurer of the Association plus one other officer of the Association;
- Checks in amounts of less than \$250.00 may be signed by the Treasurer alone; however, the practical preference would be to have the usual two signatures on each such check;
- The Treasurer, with written concurrence from the President, may permit the Executive Director to execute checks for the Association in amounts not to exceed \$250.00 in emergency situations;
- All checks shall be signed pursuant to a written claim statement and a copy of the signed check will be filed with the claim statement and any supporting documents related to the payment.
- Copies of such signed checks and supporting documentation shall be retained at the NYAPT office pending completion of an annual audit. After such time, they may be disposed of in accordance with generally accepted principles of document storage.