

Authorized Signatures/Check-Writing Services

The Academy's check-writing process is as follows:

1. All checks up to \$5,000 must have two signatures.
2. All checks over \$5,000 must have three original signatures, at least one of which must be that of an officer of the TPCA Board of Directors.
3. The following shall have authority to sign checks: Business Manager or Director of Finance, Principal, President, Vice President, Secretary and Treasurer.
4. Any expense over \$500.00 from the TPCA Board account must be approved as a consent item.
5. To ensure that the above measures are being followed, the Treasurer of the Board of Directors shall hold regular meetings of the Finance Subcommittee, and shall also review the monthly bank statements in a timely manner, and shall review payroll quarterly.

Approved June 25, 1998
Revised October 29, 1998
Revised August 19, 2003
Revised October 2, 2003