

# ***SWANSEA HOUSING AUTHORITY***

## **CHECK SIGNING POLICY**

The Swansea Housing Authority hereby establishes a policy that identifies those people who are authorized to sign and issue checks on its behalf. The purpose of this policy is to update instructions to depositories so that there is a clear understanding regarding this important matter. It also is necessary to implement appropriate internal controls over financial matters.

The following policy for issuing and signing checks of the housing authority shall be established:

All checks shall bear two signatures of either two (2) Board members or one (1) Board member and the Managing Agent.

The supporting data for each check shall be available for the signer to review at the time of signing and must be attached to the voucher.

The Swansea Housing Authority may establish procedures for automated signatures.

A copy of this policy shall be forwarded to all designated depositories of the Authority. The Authority shall also adopt the policy and procedure of said depositories with regard to adding/deleting names from accounts.