

**UNITARIAN UNIVERSALIST FELLOWSHIP OF POUGHKEEPSIE  
POLICIES & PROCDEDURES**

**Check Signatory Policy**

Effective Date: 2/4/07

**PURPOSE:** To ensure that a sufficient number of individuals are authorized to sign checks so that one will be available when needed. To ensure that no one who is authorized to sign a check also has access to the Fellowship's check-writing software.

**POLICY:** The three Fellowship members who shall be authorized to sign checks shall be the Vice President, the Corporate Clerk, and the Assistant Treasurer.