

## OFDDA POLICIES

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EXECUTIVE BOARD \_\_\_\_\_

### CHECK SIGNING

1.0 **PURPOSE**

The purpose of this Policy is to establish who is eligible to sign checks.

2.0 **SCOPE**

This policy applies to all persons directly associated with the Oregon Fire District Directors Association.

3.0 **GENERAL PROVISIONS**

3.1 All checks issued on behalf of the Association shall be signed by any two of the following: The President, First Vice President, Second Vice President, Past President, Executive Director, and approved staff.

3.2 The check register of the Association shall be given monthly to the President, or his/her designee for review.