

Check Authorization Policy

Petty cash checks for \$500.00 or less may be signed by the following personnel:

Audrey Erschen, Principal

Denise Stouffer, Head of School

Melissa Rhoads, Board of Directors

Elizabeth Columbo-Kutch, Board of Directors

Gary Stulir, Board of Directors

All checks must have two signatures. All checks must have a receipt. The use of this policy is limited to pay freight, C.O.D.,
And other minor invoices. Invoices may not be broken up and paid by petty cash checks for the purpose of bypassing the standard payment system.

APPROVED BY THE BOARD OF DIRECTORS
SEPTEMBER 17, 2004
REVISED MAY, 17, 2005
REVISED OCTOBER 17, 2005
REVISED AUGUST 17, 2010
REVISED NOVEMBER 24, 2014
REVISED AUGUST 24, 2016
REVISED JANUARY 24, 2018
REVISED APRIL 24, 2018
REVISED AUGUST 28, 2018