



National Association of Elected Fire Officials

Check Signing

Category: ADMINISTRATIVE

Policy Number 7

Approved: February 14, 2009

Revised: December 12, 2015

REFERENCE

SCOPE

This policy applies to all persons directly associated with the National Association of Elected Fire Officials.

PURPOSE

To establish who is eligible to sign checks.

POLICY

7.10 AUTHORIZED CHECK SIGNERS

All checks issued on behalf of the Association shall be signed by any of the following: President, Vice President, Secretary / Treasurer or Executive Director approved by The Board of Directors.

7.11 CHECK REGISTER REVIEW

The check register of the Association shall be given monthly to the President or designee for review.