



## Policy: Signatory Authority

**ChildNet Number: CN 010.042**  
**Original Approved Date: June 16, 2010**  
**Policy Revised Date(s):**  
**Policy Sunset Date:**  
**COA Standard(s): FIN 2, 7.07**

### Statement of Policy

This policy is established to implement the signatory authority for ChildNet as directed by the Board of Directors

### Scope

The scope of this policy encompasses all payment formats employed by ChildNet.

Board Chair Signature: \_\_\_\_\_

Date: \_\_\_\_\_

11/30/10



## Procedure: Signatory Authority

**ChildNet Number: CN 010.042**

**Original Approved Date: June 16, 2010, June 10, 2014, October 19, 2022**

**Procedure Revised Date(s):**

**Procedure Sunset Date:**

**COA Standard(s): FIN 2, 7.07**

**Definitions (if any):** None

### Statement of Procedure

#### Payment Authority

- a. All payments authorized by ChildNet are governed by this policy except as established in CN 015.016 Network Provider Invoicing and Expenditure Tracking.
- b. Payments from ChildNet can be made in the following formats:
  - Manual Check
  - System Check
  - Credit Card
  - Wire Transfer
- c. A signature card from the banking institution) must be completed for all authorized payment signatures.
- d. All payment formats are recorded in the integrated modular accounting system deployed by ChildNet.
- e. All payment formats must be for expenditures being paid within the Board approved Budget and/or contracts.

#### Electronic Signature for Check Payments

- a. The accounting system contains the electronic signature of the Chief Executive Officer (CEO) and Chief Financial Officer (CFO).
- b. The electronic signature is placed on all system payments when appropriate authorization has been received and confirmed for the expenditures to be paid (Refer to ChildNet Accounts Payable Policy CN 010.040).



c. Internal controls for the use of the electronic signature includes:

- No one individual can control all phases of the processing of a payment transaction
- A review procedure is implemented excluding the CFO and other Accounting Staff to monitor bank transactions
- Appropriate security precautions are taken to secure access to blank check stocks and the accounting system
- The CFO does not have unrestricted rights to the accounting system (Refer to ChildNet Internal Controls Policy - CN 010.018).

### **Credit Cards Signatures**

Credit card issuance is predetermined based on an employee's position. The signatory authority for issued credit cards is documented in ChildNet's Credit Card Policy – CN 010.010.

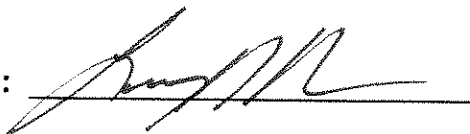
### **Purchasing Signatures**

All purchases follow the purchasing levels and limits stated in the ChildNet Purchasing Policy – CN 010.026.

### **Petty Cash Signatures**

All purchases follow the purchasing levels and limits stated in the ChildNet Petty Cash Policy – CN 010.024.

President Signature's:



Date:

