

POLICY



Approved: <u>10/28/1999</u> Revised: <u>4/22/2004</u> Rev. Created: <u>8/10/2010</u> Rev. Approved: <u>8/26/2010</u>

Policy Regarding Signature Review

It is the policy of the Eau Claire Public Schools Foundation those transactions with investment and financial institutions require any two (2) of the four (4) Foundation Officers: Chair, Vice Chair, Secretary, and/or Treasurer for check amounts over \$2,000.

The four Officers, Operations Chair and the Executive Director are authorized to sign checks. For checks in the amount of \$2,000.00 or more, two signatures are required.

The four officers and the Executive Director are authorized on behalf of the Foundation to exercise the option to sell stock on behalf of the Eau Claire Public Schools Foundation. The Policy is to sell all stock transferred to the Foundation unless donor has given specific instructions approved by the Board of Trustees.

Revisions:

This policy was updated April 4, 2011 with a new logo.