

M.J.M. ELECTRIC COOPERATIVE, INC.

SECTION I – THE ORGANIZATION

Policy 12 Approved: 01/25/1962

**REVISED: 12/22/1977 03/23/1978 12/28/1978 06/23/1988
02/21/2008 04/25/2013 03/22/2018 03/25/2021
11/25/2024**

REVIEWED: 02/26/2015

**AUTHORIZATION OF SIGNATURES ON BANK CHECKS
& AUTHORIZATION OF ELECTRONIC PAYMENTS**

POLICY

It will be the policy of the Cooperative for prompt payment of invoices, that the positions of Chairman, Treasurer, President/CEO and Finance & Accounting Manager can be authorized to sign checks withdrawing funds from all Cooperative bank accounts except the Payroll account. Two signatures shall be required on all checks, including payroll checks. The positions of President/CEO, Finance and Accounting Manager, Chairman, and Treasurer are authorized to sign checks for the Cooperative's payroll account. Electronic payments made through the cash management system for both the general fund and payroll bank accounts shall require authorization by the President/CEO or Finance and Accounting Manager.

RESPONSIBILITY

Board of Directors and President/CEO

PROCEDURE

- 1) Checks issued for payment of invoices must have two signatures. Facsimile signatures are acceptable as long as one of the above authorized individuals initials the check for verification purposes. Electronic payments shall require involvement of two authorized individuals in the payment and approval process.
- 2) Checks and electronic payments for amounts over \$10,000.00 shall be approved by the Board prior to being signed and/or approved except for those checks and electronic payments over \$10,000.00 for payment of power supply bills, insurance, debt service payments, taxes, line material, expenditures previously approved by the Board, and other invoices that need to be paid prior to the next Board meeting in order to avoid late penalties.
- 3) Each month, at the regular Board meeting, the Board shall be provided a complete listing of the previous month's checks and electronic payments issued for the withdrawal of funds.



Marcie Tonsor, Secretary