

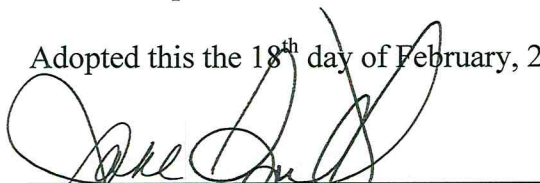
HOUSING AUTHORITY OF THE CITY OF LUMBERTON

CHECK SIGNING AUTHORIZATION POLICY

The Housing Authority of the City of Lumberton (HACL) hereby establishes a policy that identifies those positions and officers authorized to sign checks/vouchers on its behalf. The purpose of this policy is to update instructions to depositories so that there is a clear understanding regarding this important matter. It also is necessary to implement appropriate internal controls over the HACL's financial matters.

- A. The policy for issuing and signing checks/voucher of the HACL is as follows:
 - 1. All checks shall bear two (2) signatures, one of which must either be the Director of Finance/IT Services or Deputy Finance Director of the HACL AND the other signature must be that of either the Chairperson; Vice-chairperson; or Executive Director (under limited circumstances as defined below).
 - 2. All checks payable to the Director of Finance/IT Services, Deputy Finance Director, Chairperson, Vice-chairperson, and Executive Director shall NOT be signed by that person holding that position. The two signatures required shall be other authorized individuals of whom the check is not made payable.
 - 3. For the following vendors, the Executive Director shall be authorized to sign the check/voucher along with either the Director of Finance/IT Services or Deputy Finance Director: (a) utilities payments to the City of Lumberton or Piedmont Gas; (b) costs associated with summons payable to the Clerk of Court or Robeson County Sheriff; (c) purchase of postage from Pitney Bowes; (d) approval of payroll file to upload for direct deposit; and (e) transfer of funds from one bank account to another.
- B. The supporting data for each check/voucher shall be available for each check for the signer to review at the time of signing upon request.
- C. The HACL Board of Commissioners may establish procedures for automated signatures with the express approval of the Board of Commissioners.
- D. A copy of this policy shall be forwarded to all designated depositories of the HACL.
- E. This policy rescinds all previous authorization and shall become effective upon its adoption.

Adopted this the 18th day of February, 2014.



Ms. Jane Smith, Chairperson
HACL Board of Commissioners



Mr. Paul Matthews, Vice-chairperson
HACL Board of Commissioners