

**EDEN TOWNSHIP HEALTHCARE DISTRICT
BOARD OF DIRECTORS' GENERAL
ADMINISTRATIVE POLICIES**

ETHD 110

SUBJECT: PURCHASE SIGNATURE & CHECK SIGNING POLICY

POLICY:

- A. All purchases in excess of \$250.00 made for the District by staff shall be authorized by the CEO and shall be in conformance with the approved District budget.
- B. All checks in excess of Ten Thousand Dollars (\$10,000) shall require two (2) signatures and the two (2) signatures required shall be the CEO, Board Secretary-Treasurer, Board Chair, or Board Vice-Chair.
- C. Whenever employees or Directors of the District incur "out of pocket" expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expenses shall be reimbursed upon request. Reimbursements will be authorized by the District CEO or Board Chair.
- D. Employees of the District, with CEO authorization, shall use a District credit card for approved item(s) or service(s) appropriately relating to District business as verified by valid receipts and stated purpose. District Accounting Manager will reconcile all credit card statements and CEO will approve all credit card reconciliations and credit card activity.

APPROVED BY THE BOARD OF DIRECTORS

Pamela Russo Chair, (Date)
Board of Director

Roxann Lewis (Date)
Secretary, Board of Directors

Reviewed: 01/17/24

Revised: 01/17/24

Adopted: 06/19/19