

Trinity Episcopal Church  
Policy Regarding Authorized Signers for Vouchers and Checks  
Approved by Vestry February 26, 2018

Voucher Policy:

All expense vouchers for financial transactions must be approved by the Treasurer before they are processed by the Parish Administrator. If the Treasurer is unavailable to approve a voucher on a timely basis, then the Rector will approve the voucher, and the Parish Administrator will provide a copy of the approved voucher to the Treasurer as soon as possible.

Authorized Signers on Checks:

Two authorized signatures are required on all checks issued by Trinity Episcopal Church. The Treasurer's signature is required on all checks. If the Treasurer is unavailable to sign a check on a timely basis, then the Parish Administrator may sign the check, and will email the information (date, amount, payee, and expense being paid) to the Treasurer on the day that the check is signed.

Authorized signers for Trinity checks will be limited to:

- Treasurer (required signatory on all checks)
- Parish Administrator (as backup to Treasurer only)
- Senior Warden
- Junior Warden
- Two (2) Designated Vestry Members