

Bexar County Master Gardeners

SUBJECT: F-2 – Payment Authorization

POLICY:

The following members of the Bexar County Master Gardeners leadership team will be authorized to sign checks and approve electronic fund transfer (“EFT”) requests for the organization:

President/Bexar County Master Gardeners
Vice President/Bexar County Master Gardeners
Secretary/Bexar County Master Gardeners

Only the President can direct the writing of checks or approve EFT requests for the organization. The President will be the primary check signing and EFT request approval authority. The other authorized people will only act in the absence or unavailability of the President or at the specific request of the President.

All EFT requests require advance approval. Approval of EFT requests by electronic means is authorized.

All checks in excess of \$2,000.00 will require two signatures.

All EFT requests in excess of \$2,000 require approval by two of the above listed officers.

RATIONALE:

This policy establishes the authority to authorize and sign checks and approve EFT requests for the Bexar County Master Gardeners.

DATE APPROVED: 15 November 2018

DATE REVIEWED: 19 November 2020