



# Signing Authorities & Banking Documents

## Summary

- To ensure the treasurer may not be both originator and approver of the same transactions, all invoices, contracts, and purchase orders related to/initiated by the treasurer must be signed by a member of the board, head coach and/or the club manager if two signatures are required.
- For clarity, signatures may be handwritten or electronic.

## Policy review

Durham Dragons Athletics board members will review this policy on an annual basis.

## Policy

### Purchase orders, contracts and other expenses

Expenditure	Signatures Required	Authorization Level
\$1000 or less	One signature	No signature
\$1001 - \$10,000	One signature	Treasurer
\$10,001- \$30,000	Two signatures	Treasurer plus/with one of: <ul style="list-style-type: none"> <li>• Club administrator</li> <li>• Board member</li> <li>• Committee member (e.g. SafeSport committee)</li> <li>• Head Coach</li> </ul>
\$30,001+	Three signatures	Treasurer plus/with two of: <ul style="list-style-type: none"> <li>• Club administrator</li> <li>• Board member</li> <li>• Committee member (e.g. SafeSport committee)</li> <li>• Head Coach</li> </ul>