



Association for Materials Protection & Performance

AMPP and AMPP GLOBAL CENTER CHECK SIGNING POLICY

Prepared by: AMPP Staff, October 2021

Board(s) Approval Date(s): October 26, 2021 and October 28, 2021

The following check signing policy applies to both the AMPP and AMPP Global Center organizations, which includes AMPP Chapters and other entities that are organized under the AMPP or AMPP Global Center EIN number(s).

Headquarters' Bank and Investment Accounts

All Association Headquarters' bank and investment accounts shall have a minimum of four (4) authorized employees as signatories thereon. Those staff members are as follows:

- Chief Executive Officer
- Chief Financial Officer
- Controller
- Director, Board Relations

Chapters and Areas

All Chapters and other entities, which are organized under the AMPP or AMPP Global Center EIN number(s), shall always maintain a minimum of one (1), with a maximum of three (3), Chapter or Area volunteers and the AMPP Chief Financial Officer and Controller as signatories thereon, on their bank accounts.

Signature Cards

Signature card administration for all bank and investment accounts shall be managed through the AMPP Finance and Accounting Office.

Disbursements

All disbursements greater than \$10,000 USD shall require two authorized signatures, with one of those signatures being an authorized signatory.

Authorized Signatories

No one, including authorized signatories, may be part of the approval process of disbursements or checks made out to themselves.

Definitions

- **Signature:** An individual with AMPP, AMPP Global Center, AMPP Chapter or other entity financial approval authority.
- **Signatory:** One of four (4) authorized AMPP employees, as listed above in the Headquarters' Bank and Investment Accounts section.