



## **EMPLOYEE CHECK SIGNING SECURITY AGREEMENT**

In order to restrict any unauthorized person(s) from using the check signature stamp, the following procedure was approved by the Board of Directors.

### **1. Procedure**

It is necessary for two (2) people to be involved in the signing of any check(s). When the check(s) are prepared by one of the authorized Check Preparers (as listed below) she/he will request one of the authorized Check Signers (as listed below) to accompany her/him to use the check signature stamp.

### **2. Check Preparers**

All checks issued require a cover voucher to be signed and approved by a member of the Board of Directors. The following personnel have been authorized to prepare check(s) and voucher(s):

Director of Leased Housing:	Jacqueline Guzman
Director of Public Housing:	Maureen Thomas
Section 8 Housing Coordinator:	Julissa Cespedes
Accounting Coordinator:	Elizabeth Goyette
Accounting Coordinator:	Beverly Larrabee

### **3. Check Signers**

The following personnel are authorized to use the check signature stamp in the presence of the Check Preparer:

Executive Director:	Cathy Hoog
Assistant Executive Director	Debra Tucker
Assistant Director of Leased Housing:	Sabrina Eschman
Section 8 Housing Coordinator:	Judi Marraffa
Property Manager	Joshua Bocko

Adopted by the Board of Directors: February 9, 2022  
Amended and Adopted by the Board of Directors: November 09, 2022