



Cathy Hoog, Executive Director

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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 A. Guzman
Director of Public Housing:	Maureen Thomas
Section 8 Housing Coordinator:	Julissa Cespedes
Accounting Coordinator:	Elizabeth Goyette
Accounting Coordinator:	Beverly A. 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 A. Tucker
Assistant Director of leased Housing:	Sabrina Eschman
Section 8 Housing Coordinator:	Judi Marraffa
Property Manager	Joshua Bocko

Adopted by the Board of Directors on: April 26, 2023.

File: amc employee check signer agreement (4/6/2023)



Equal Opportunity Employer

