

**NATIONAL ASSOCIATION OF HEALTH UNDERWRITERS
POLICY & PROCEDURES**

POLICY TITLE:	Signatory Authority
CLASSIFICATION:	Executive/Finance
POLICY NUMBER:	98-01-EX
DEPARTMENT COORDINATION:	Executive/Board of Trustees
MOTION:	Steve Selinsky
DATE SUBMITTED:	July 13, 1998
AMENDED:	February 19, 2013
AMENDED:	June 27, 2014
SUNSET DATE:	2018

PURPOSE: In accordance with Bylaws Article XIV, Section 7, to specify the circumstances and procedures under which checks written by the association shall require two authorized signatures.

POLICY: Checks for recurring and approved expenses shall require only one authorized signature, regardless of the amount of the check. All other checks in excess of \$10,000.00 shall require two authorized signatures. The expense items which are recurring and approved will be defined as checks for:

- Payroll
- Employee insurance benefits
- Office rent
- HIU magazine printing• HIU magazine design and production
- Contract fees approved through the budget

PROCEDURE(S): Checks requiring two authorized signatures will be reviewed and signed by both the CEO and CFO.

FINANCIAL IMPACT: None.