



Authorization Matrix - Financial

| Action | Accountant I & II | VP of Op & HR | Controller | Executive Director/CEO | President/Chairman | Board of Directors |
|---|-------------------|---------------|------------|------------------------|--------------------|--------------------|
| Banking | | | | | | |
| ACH/Checks Signing (see Check Limits section) Note: All ACH Require the Same Authorization as Checks | | Alternate | X | X | Alternate | |
| Wire Transfer Input | X | | Alternate | | | |
| Wire Transfer Release | | Alternate | X | Alternate | Alternate | |
| Electronic Deposits | X | | Alternate | Alternate | | |
| Online Administration | | | X | X | X | |
| Credit Card Assignment (Any 2 Signatures) | | | X | X | X | |
| Purchasing, Contracts (PO, WO) (Any 2 signatures required) | | | | | | |
| \$0 - \$250 | | X | X | X | X | |
| \$251 - \$5000 | | | X | X | X | |
| \$5001 - \$10,000 | | | | X | X | |
| \$10,001 to \$250K | | | | X | X | |
| Greater than \$250K | | | | | | Majority |
| Assets | | | | | | |
| Fixed Assets Purchase/Disposition (up to \$10,000) | | | | X | | |
| Fixed Assets Purchase/Disposition over \$10,001 - 2 signatures required | | | | X | X | |
| Check Limits (Any 2 signatures required) | | | | | | |
| \$0 - \$250 | | X | X | X | X | |
| \$251 - \$5000 | | | X | X | X | |
| \$5001 - \$10,000 | | | X | X | X | |
| \$10,001 to \$500K | | | | X | X | |
| Greater than \$500K | | | | | | Majority |

More than one "X" means approval needed from all positions prior to any action being taken.

All expenses need to be backed by an executed Purchase Order and/or Work Order - Unless otherwise noted. When there is a conflict and/or authorizations effect the person(s) holding the position, then the approval of the CEO/Executive Director along with the Chairperson of the Board will be sufficient and override all other approvals, except where Board approval is required in which case approval of the CEO/Executive Director, Chairperson of the Board and a Majority of the Board is required. When there is a conflict and/or authorizations effect the person holding the position of CEO/Executive Director, the approval of Chairperson of the Board will be sufficient and override all other approvals, except where Board approval is required in which case approval of the Chairperson of the Board and a Majority of the Board is required.