

Baltimore Research and Education Foundation, Inc.	Check Signers Policy	No.		43
		Effective Date		03/12/2009
		Revision Letter		A
		Final Approval Signature	Approved at the BREF Board meeting held 1/26/2011	

1.0 Purpose

The purpose of this policy is to establish the terms whereby the Baltimore Research and Education Foundation, Inc. (BREF) will authorize check signers.

2.0 Scope

This policy applies to BREF authorized check signers.

3.0 Policy

3.1 Authorized check signers include the executive director as well as two or more members of the BREF Board. All checks issued for payment of BREF's debts will require two signatures of individuals not associated with incurring the debt. Also, individuals involved with check preparation are prohibited from having check-signing authority.

4.0 Revision History

Revision Date	Revision Letter	Name of Document Author	Description of Change
03/12/2009	A	Heather Riley	Policy is put into approved format
01/26/2011		Shirley Rutledge	No revisions. Policy approved at BREF Board meeting held 1/26/2011.