

OGDENSBURG BRIDGE & PORT AUTHORITY

CHECK SIGNING POLICY

The Ogdensburg Bridge and Port Authority Board of Directors annually shall designate those staff members authorized to sign checks for any amount up to and including \$5,000. Any amount over and above the amount of \$5,000 requires two authorized signatures.

Checks being presented to authorized signers for co-signature will be presented with all appropriate back-up for that expenditure.

All wire transfers above the amount of \$5,000 will require a wire transfer initiation form and two authorized signatures.

Approved at December 14, 2016, Board Meeting