Diocese of Green Bay

Parish Check Signing Policy

Effective January 1, 1998

The authorized check signers are the pastor or parish director and the two lay trustees. In the event a pastor or parish director is not assigned to a parish, the priest administrator takes the place of the pastor and is an authorized check signer.

Each parish check must be signed by two authorized check signers. One check signer must be the pastor, parish director or priest administrator. This responsibility may not be delegated. The only exception is when the pastor or parish director is on vacation. During the vacation the check signers are the two lay trustees. Upon returning from vacation the pastor or parish director must review the checks signed while absent.

Both signatures must be original signatures. Stamp signatures or other facsimile signatures are not original. Signing a check indicates approval of the expenditure and that the amount is correct.

This policy applies to checking accounts using the federal identification number or name of the parish, except scrip and bingo accounts. Accounts covered by this policy include school, religious education, cemetery and all service organization accounts.

Approved: _____ _____

+Bishop Robert J. Banks Date

Given December 11, 1997

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Sister Lisa Lucht
Chancellor

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