

Accounts Payable & Banking Requirements East Bay Innovation Academy Effective 8/1/2022

Approval of Purchase Orders (if applicable):

Purchase Orders Under \$10,001	Purchase Orders of \$10,000 or More
How many signatures are needed for PO approval? 1	How many signatures are needed for PO approval? 2
Who are the signers (designate primary and secondary if appropriate)?	Who are the signers (designate primary and secondary if appropriate)?
Primary: Co-Interim Executive Director or Senior Director of Operations Secondary: Board Chair or Board Treasurer	Primary: Co-Interim Executive Director or Senior Director of Operations Secondary: Board Chair or Board Treasurer Budgeted expenses over \$20,000* can be approved in advance of consent agenda review at monthly Board meetings. All new proposed and unbudgeted expenditures over \$20,000 require Board review and approval.

Approval of Invoices:

Invoices Under \$10,001	Invoices of \$10,000 or More
How many signatures are needed for Invoice approval? 1	How many signatures are needed for Invoice approval? 2
Who are the signers (designate primary and secondary if appropriate)?	Who are the signers (designate primary and secondary if appropriate)?
Primary: Co-Interim Executive Director or Senior Director of Operations Secondary: Board Chair or Board Treasurer	Primary: Co-Interim Executive Director or Senior Director of Operations Secondary: Board Chair or Board Treasurer Budgeted expenses over \$20,000* can be approved in advance of consent agenda review at monthly Board meetings. All new proposed and unbudgeted expenditures over \$20,000 require Board review and approval. <i>*Budgeted expenses for Payroll Services, OUSD and EdTec do not require additional approval by the Board</i>

General Checking Account

Invoices Under \$10,001	Invoices of \$10,000 or More
How many signatures are needed for check approval? 1	How many signatures are needed for Check approval? 2
Who are the signers (designate primary and secondary if appropriate)?	Who are the signers (designate primary and secondary if appropriate)?

<p>Primary: Board Chair Secondary: Board Treasurer</p>	<p>Primary: Board Chair Secondary Board Treasurer Budgeted expenses over \$20,000* can be paid in advance of consent agenda review at monthly Board meetings. All new proposed and unbudgeted expenditures over \$20,000 require Board review and approval. <i>*Budgeted expenses for Paychex, OUSD and EdTec do not required additional approval by the Board</i></p>
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I hereby certify that the above-named accounts are all of the school's accounts.

Authorized School Representative

Date

Name of School: East Bay Innovation Academy