



BOARD OF TRUSTEES POLICIES

Subject: Funds Disbursement Policy			Policy No.: 126
Original Issue: 01/27/2012	Last Revised: 05/27/2016	Last Reviewed: 05/18/2016	Page: 1 of 1
Board Policies 50 and 53 are revoked and replaced with Board of Trustees Policy 126.			

PURPOSE

To provide adequate controls for the control and disbursement of Jemez Mountains Electric Cooperative, Inc. (JMEC) funds.

ACCOUNTABILITY

The General Manager is accountable for the implementation of and adherence to this policy.

SCOPE

This policy includes authentication of fund disbursement in the conduct of JMEC business transactions by means of signing checks and electronic transfers of funds.

POLICY

Each JMEC account on which checks are drawn will have an accompanying resolution approved by the Board of Trustees which will designate two signatures from a list of Cooperative's employees and Board of Trustees Officers as needed.

Due to the volume of checks to be signed, the Board of Trustees may approve a resolution which authorizes the use of one or more facsimile signatures on one or more accounts. No checks will be made payable to cash or bearer, and blank checks are not authorized to be signed or countersigned by manual or facsimile signature.


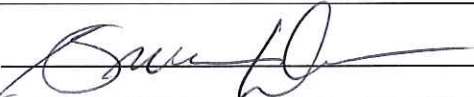
Furthermore, the General Manager is authorized to designate the appropriate JMEC staff positions authorized to initiate electronic transfers of funds from a JMEC account. Such designation will be made by written instruction to the financial institution from which funds are to be disbursed.

The General Manager will implement procedures for electronic transfers of funds, as well as procedures for the signing of checks and the use of facsimile signature(s). Such procedures will be consistent with internal safeguards and other prudent business practices.

All bills and accounts payable chargeable to the general funds of the Cooperative, will be paid on properly authorized signed vouchers. A list of such expenditures will be submitted to the Finance Committee for review and presented to the Board of Trustees for information.

All funds will be maintained and disbursed in accordance with applicable rules and regulations of, and loan contracts with, the Rural Utilities Service (RUS).

All notes and other evidence of indebtedness shall require the signature of the Chairman or, in the absence of the Chairman, the Vice Chairman and the attestation by the Secretary.

	Chairman of the Board	Date: <u>5/27/16</u>
	Policy Committee Chairman	Date: <u>5/27/16</u>