



## Harris County Housing Authority Check Writing and Wire Transfer Policy

Effective: March 26, 2013

Last Revised on: **October 17, 2018**

- All checks shall bear two signatures.
- As approved by the Board, only the Chairman, Vice Chairman, and a third Commissioner, agreed upon by the Chairman and Vice Chairman (designated Commissioner), are authorized commissioners to sign checks.
- One signature must be one of the above-noted HCHA Commissioners respectively authorized to sign checks and may be a facsimile signature for checks for any amount under \$10,000.
- For all HAP payments to landlords and utility allowances to tenants, the second signature must be one of the other HCHA Commissioners authorized to sign checks and may also be a facsimile signature for checks for any amount under \$10,000.
- For all other checks under \$10,000, the second signature must be the manual signature of the CEO or one of the other HCHA Commissioners authorized to sign checks whose signature is not already on the check.
- For checks in the amount of \$10,000 or over, each check must have two manual signatures by two of the three HCHA Commissioners authorized to sign checks. This requirement does not include the following five monthly checks:
  - A check for monthly office rent for an amount approved by the Board of Commissioners.
  - A check for monthly health insurance payments that does not exceed the annual budget approved by the Board of Commissioners.
  - A check for monthly payments to the Texas County & District Retirement System for an amount that does not exceed the required employer contribution rate for the current plan year as approved by the Board of Commissioners.
  - A check for monthly payments to Harris County for general counsel services that does not exceed the annual budget approved by the Board of Commissioners.
  - A check for monthly payments to NMA Inspections, LLC for inspection services for the Housing Choice Voucher program that does not exceed the per-unit cost approved by the Board of Commissioners.

For these specifically listed monthly checks, the second signature must be the manual signature of the CEO or one of the other HCHA Commissioners authorized to sign checks whose signature is not already on the check.

- The CEO may not allow any HCHA banking institution to use his or her facsimile signature.
- All planned/scheduled wire transfer under \$10,000 shall bear the manual signature/approval of the Finance Director and CEO.
- All planned/scheduled wire transfers in excess of \$10,000 shall bear the manual signature/approval of the Finance Director, CEO, and the Chairman, Vice Chairman, or designated Commissioner.
- The approval by the Chairman, Vice Chairman, or designated Commissioner shall constitute authorization enabling the Finance Director and CEO to complete the approved wire transfer of funds over \$10,000.