

AUTHORIZED SIGNATURES

The Board of Trustees shall specify which signatures and the types of signatures that are required on the College's warrants.

See following page for procedure.

Adopted July 19, 1989
Reformatted April 19, 2010

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The Board of Trustees shall specify which signatures and the types of signatures that are required on the College's warrants.

For the six (6) types of warrants authorized by the Board, the following signatures are required:

1. Voucher and Payroll Warrants
Facsimile signatures of the Board President,
Treasurer, and Secretary

2. Fund Account Reimbursement Warrants
Facsimile signatures of the Board President,
Treasurer, and Secretary

AND

Any two live signatures from individuals holding the positions of College President, Vice President for Administrative Services, Director of Finance, and Accountant Data Control

3. Petty Cash Warrants
Facsimile signatures of the Board President,
Treasurer, and Secretary

AND

Any two live signatures from individuals holding the positions of Vice President for Administrative Services, Director of Finance, and Accountant Data Control

4. Holding Account Warrants
Live Signature of College President

AND

One live signature from an individual holding the position of Vice President for Administrative Services, Director of Finance or Accountant Data Control

5. Short Term Loan Warrants
Any two live signatures from individuals holding the positions of Director of Financial Aid, Vice President for Student Success Services, or Secretary to Director of Financial Aid

6. Joint Housing Board Warrants
Live signatures of the Chairperson and
Secretary/Treasurer of the Joint Housing Board.

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