

## CHECK SIGNING MACHINE

The Board of Trustees authorizes the Business Office to use a check signing machine.

See following page for procedure.

Adopted July 19, 1989  
Reformatted April 19, 2010

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The Board of Trustees authorizes the Business Office to use a check signing machine.

Three executive keys and three operator keys shall be held.

An executive key, operator key and the signature plates shall be stored in the vault.

The College President, the Vice President for Administrative Services, and the Director of Finance shall each hold an executive key.

Two Business Office employees, approved by the Director of Finance, shall each hold an operator key.

The check signing machine shall be used for all voucher and payroll warrants requiring a facsimile signature. A facsimile stamp shall be used for all other warrants requiring a facsimile signature.

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