

BANKING

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See following page for procedure.

Adopted July 19, 1989
Reformatted April 19, 2010

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In April of each year, the Vice President for Administrative Services shall solicit applications from Sweetwater County or other financial institutions as depositories for College funds. The Board of Trustees approves all depositories. (see series 7000 policies).

The Board of Trustees may name as depositories institutions not situated in Sweetwater County.

College funds should be deposited in the appropriate bank accounts as soon as possible following receipt of same, but not later than five working days after receipt. Depositing procedures must be approved by the Director of Finance.

All bank accounts must be reconciled as soon as possible after the statements are received. Reconciling procedures must be approved by the Director of Finance.

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