

Check Signature Policy

1. POLICY REASON/PURPOSE/INTENT

Designation of individuals authorized to sign checks for Northeast Community College.

2. DEFINITIONS

N/A

3. POLICY

1. Be it resolved by the Board of Governors of Northeast Community College that the power to sign checks be hereby expressly given only to those individuals who job titles are:
 1. President
 2. Vice President of Finance and Facilities
 3. Executive Director of Finance
2. Signatures of two of the above named individuals or facsimile signatures shall be required on all checks issued by Northeast Community College. Employees authorized to handle funds shall furnish and maintain a corporate surety bond as required by Nebraska State Law. A copy of this policy is to be provided to all depositories of Northeast Community College.

4. APPLICABILITY

N/A
