

## Check Signature

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### 1. Procedure Summary Statement

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

### 2. Definitions

N/A

### 3. Procedure

1. Individuals with the following job titles have the power to sign checks on behalf of the College:

1. President
2. Vice President of Administrative Services
3. Executive Director of Administrative Services

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 Neb. Rev. Stat. §85-1508.

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