

NORTHEAST COMMUNITY COLLEGE POLICY MANUAL

SECTION 6– BUSINESS & FISCAL AFFAIRS SUBSECTION 61 – FINANCE & ACCOUNTING

POLICY NUMBER: BP – 6125

CHECK SIGNATURE

1. POLICY REASON/PURPOSE/INTENT

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

2. DEFINITIONS

N/A

3. POLICY

3.1 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:

- 3.1.1 President
- 3.1.2 Vice President of Finance and Facilities
- 3.1.3 Executive Director of Finance

3.2 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

EFFECTIVE DATE: 04/11/2019

ORIGINAL ADOPTION DATE: 06/15/1983 (item #3652) replaced 9120.a

REVISION DATE (AND BOARD OF GOVERNORS' MINUTES ITEM NUMBER): 07/11/1996 (item #7666); 03/13/1997 (item #7957); 06/10/1999 (item #8527); 05/08/2014 (item #11433); 03/10/2016 (item #11805); 04/11/2019 (item #12471)

PRIOR POLICY/PROCEDURE NUMBER: 9310

SCHEDULE FOR REVIEW: 2024

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: President

SPONSORING DIVISION/DEPARTMENT: Board of Governors

RESCINDED DATE: none

LEGAL REFERENCE: none

CROSS REFERENCE: none

PROCEDURE(S) FOR POLICY: none

RELATED POLICIES/REFERENCES: none

POLICY KEY WORDS: check signature