

	<b>POLICY</b>	<b>Motion No.</b>	<b>FF 1004-2023</b>
	<b>Check Signing Authority</b>	<b>Effective Date</b>	<b>2/21/2023</b>
		<b>Responsible Department</b>	<b>Finance</b>
		<b>Attorney Review / Date</b>	

**SCOPE**

This-policy applies to all bank checking and savings accounts owned or established by Pennsylvania Highlands Community College.

**POLICY**

The College President shall assign a minimum of three employees to have bank signature authority on all College checking and savings accounts.

All checks processed for payments from the College's General Usage and the Student Refund checking accounts shall require two (2) signatures from authorized personnel.

The Chief Financial Officer is responsible for managing the check signing authority process with the banking institutions.

<b>Effective Date</b>	<b>Motion Number</b>	<b>Document Author</b>	<b>Description of Change</b>
2/21/23	FF 1004-2023	Finance	Revision/Simplified Language
7/25/2000	515	Business/Finance	Initial Release