

<b>SUBJECT:</b>  <b>Check Signing</b>	<b>Effective Date:</b>	<b>Policy Number:</b>
	July 1, 2011	04-1-006
	<b>Supersedes:</b>	<b>Page 1 Of 2</b>
	Policy:  Date:	
<b>Responsible Authority:</b>		
Fiscal		

**I. Purpose and statement of operational policy underlying the procedure.**

This policy is designed to provide a clear, consistent policy for the official signing of LeMoyne-Owen College's checks. The Fiscal Department is responsible for the official signing of checks which are payable from the following accounts:

- Unrestricted Operating Account
- Restricted Operating Account
- UNCF Account

All checks require the official signature of any two of the following personnel. One of the authorized signatures must be that of either the Chief Financial Officer or the Controller.

- President
- Chief Financial Officer
- Controller
- Director Title III

**II. Applicability/Scope**

This policy applies to all check disbursements of the College.

**III. Process for Implementing Procedure**

<b>Responsibility</b>	<b>Action</b>	<b>Timeline</b>
President Chief Financial Officer Controller Director Title III	Two signatures required, one of which must be that of the Chief Financial Officer or Controller	As checks are required

**IV. Related policies/References for more information**

Disbursements Policy

Authorizing Official: <u>Jim Duggo</u>	Authorization Date: <u>10/6/11</u>
Title: <u>Vice President/Chief Financial Officer</u>	