

WESTERN NEBRASKA COMMUNITY COLLEGE

Western Community College Area Board of Governors' Policy

TITLE: Check Signature

DIVISION: Administrative Services

CATEGORY: Fiscal

REFERENCE: Nebraska Revised Statutes §85-1508

NUMBER: BP-301

APPROVAL/DATE: F. Lynne Klemke, President, WCCA Board of Governors
Date: January 15, 2020

Purpose

Establish a policy for designation of individuals authorized to sign checks for Western Nebraska Community College (WNCC).

Scope

This policy applies to the signature authority granted to the President and/or his or her designee.

Policy

Be it resolved by the Board of Governors of WNCC that the power to sign checks be hereby expressly given only to those individuals whose job titles are:

- President, aka the Chief Executive Officer (CEO)
- Vice President of Administrative Services, aka the Chief Financial Officer (CFO) or Treasurer
- Accounting Services Director
- Accounting Services Assistant Director

Signatures of one of the above-named individuals or facsimile signatures shall be required on all checks issued by the 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 WNCC.

Revising this Policy

This Board Policy supersedes any prior WNCC policy, procedure, guideline or handbook on this subject matter.

If statutory provisions, regulatory guidance, or court interpretations change or conflict with this Board Policy, the Board retains the right to revise accordingly and for the changes to take effect immediately.

Adoption Date and Board of Governors' Minutes Item Number: 1979

Revision Date and Board of Governors' Minutes Item Number:

Prior Policy Number: 330.0800.79

Schedule for Review:

Divisions/Department Responsible for Review and Update:

Sponsoring Division/Department:

Repeal Date and Board of Governors' Minutes Item Number:

Cross Reference:

Procedure(s) for Policy:

Related Policies/References: