

CHEQUE SIGNER IMPRINTER

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

Category:	F. Finance
Policy Number:	F03
Approval Date:	September 19, 2016
Effective Date:	September 19, 2016
Policy Owner:	Chief Financial Officer

Objective:	This policy ensures that payment of College funds to settle obligations are in a manner that protects the assets of the College and is operationally efficient.
Policy:	<p>All cheques, drafts or orders for the payment of money will be signed by two authorized signatories as outlined in the Signing Authority for Contractual Obligations Policy.</p> <p>Limitations The policy does not apply to the transfer of funds between College bank accounts.</p> <p>The policy does not apply to petty cash accounts which are setup to process small expense reimbursements.</p>
Definitions:	
Related Information:	F21 Signing Authority for Contractual Obligations
Related Procedures:	F03 Cheque Signer Imprinter Procedure
Review Period:	3 years
Revision History:	New: 1993 Revised: 2016