



Policy Title:	Check Signature Policy		
Approval Authority:	President	Date Effective:	January 24, 2014
Responsible Office:	Accounting/HR	Responsible Office Contact:	Vice President for Business and Finance

1. POLICY STATEMENT/REASON FOR POLICY

The purpose of the Check Signature Policy is to establish guidelines for the use of automated check signatures on accounts payable and payroll checks.

2. ENTITIES AFFECTED BY THIS POLICY

All college departments.

3. WHO SHOULD READ THIS POLICY

Accounting employees.

4. WEB SITE ADDRESS FOR THIS POLICY

-This policy can be found at:

<http://www.bmcc.edu/about-bmcc/governance-administration/college-policies>

5. FORMS/INSTRUCTIONS

No forms required.

6. HISTORY

-Amended: January 24, 2014

-Next Review Date: January 24, 2017

-BMCC reserves the right to revise policies at any time.

7. THE POLICY

BAY MILLS COMMUNITY COLLEGE CHECK SIGNATURE POLICY

Purpose

The purpose of the Check Signature Policy is to establish guidelines for the use of automated check signatures on accounts payable and payroll checks.

Accounts Payable Checks

Two authorized signatures will be required on accounts payable checks, but one or two signatures may be automated depending on the check amount. The dollar limits are as follows:

1. Up to \$200 – Two automated signatures.
2. Over \$200 and up to \$2,500 – One automated signature and one manual signature.
3. Over \$2,500 – Two manual signatures.

The Tribal Chairman and College President will be designated as the two automated signatures for check amounts up to \$200. The Tribal Chairman will be designated as the automated signature for check amounts over \$200 and up to \$2,500.

The supporting documentation authorizing the expenditure will serve as the approval for the automated signature. If the check requires a manual signature, the invoice and supporting documentation will be attached to the check for review by the check signer.

Payroll Checks

The two signatures on the payroll checks will be automated. The Tribal Chairman and College President will be designated as the two automated signatures. Before the payroll checks are distributed, an authorized check signer on the account will be required to review and sign the Summarized Payroll Check History Report, which includes the employee number, last name, check date, check numbers, earnings, deductions, taxes, and net amount. The Summarized Payroll Check History Report from the prior payroll period will also be provided for comparison purposes.