



**Rowan College
of South Jersey**

Policy: 6103
Title: **CHECK WRITING AND SIGNATORY AUTHORITY**
Area: Finance
Approved: 07/01/19

The College's policy is to print vendor checks and expense reimbursement checks weekly. Checks will be prepared by persons independent of those who initiate or approve expenditures, as well as those who are authorized check signers. Accordingly, the Board of Trustees shall designate the appropriate College official(s) as signatory(ies) on College checks.

Additionally, the President will designate the appropriate College signatory(ies) for all other financial transactions including, but not limited to, contracts, purchase orders, and requisitions.

The President will have administrative procedures developed to support the signatory authority process in circumstances where both planned and unanticipated Trustee and employee transitions occur.

]References:

Rowan College of South Jersey Administrative Procedures, *6103 Check Writing and Signatory Authority*

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