

## **3-05/090.05 - Banking Procedure**

- Funds with receipts or expenditures in excess of \$50.00 at any given time should be administered through a checking account;
  - Checking accounts shall require a minimum of two signatures;
  - Checks shall not be presigned by any of the signatories;
  - In Units collecting Miscellaneous Fees, the checking account for the fund(s) shall be at a branch other than the branch used for the deposit Miscellaneous Fees;
  - Monies received in check form shall be immediately restrictively endorsed; and
  - If weekly receipts exceed \$50.00, monies shall be deposited at least once per week.
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