

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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