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.