
1505 FACSIMILE SIGNATURES

Effective: December 1986
Revised: May 2017
Last Reviewed: May 2017
Resp. Office: Treasurer
Approval: Vice President for Finance and Treasurer

PURPOSE

To facilitate the signing of checks when manual signatures are impractical.

POLICY

1. Use of facsimile signatures is restricted to the University's payroll and general operating accounts.
2. The control and use of signature stamps and plates rest solely with the Office of the VP for Finance and Treasurer.
3. Designated facsimile signatures must be approved by the Office of the VP for Finance and Treasurer.