

---

## 1505 FACSIMILE SIGNATURES

---

Effective: December 1986  
Revised: May 2017  
Last Reviewed: May 2018  
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.