

ALGONQUIN

POLICIES - BOARD OF GOVERNORS

TITLE: CHEQUE SIGNING		D6
Date of approval: 98-10-13	Minute Number: 98-74	
	(Replaces)	

It is the policy of the Board of Governors of Algonquin College that the College Banking Officers designated by Board resolution, will adhere to the Cheque Signing Guidelines as set out in the following procedures:

- College cheques issued for amounts of \$10,000 or less will require two machine signatures.
- College cheques issued for amounts greater than \$10,000 will require two hand signatures.