

**Suffolk Community College Association, Inc.
 Authorization for College Officials to Sign Checks and/or Vouchers**

Authorization to Sign Checks

Checks issued in payment of vouchers, duly authorized by current account procedures, and/or all withdrawal authorizations, must be signed by any one of the following College officials:

- President
- Executive Vice President
- Vice President
- Associate Vice President
- Association Treasurer
- Association Assistant Treasurer
- Executive Dean/Campus CEO

All checks and/or all withdrawal authorizations in excess of \$2,500 will require two signatures, one of which must be the President, a Vice President, or an Associate Vice President. The College officials signing a check must be different than the official who initiated or signed the voucher. The Director of Business Affairs/Suffolk Community College Association, Inc. is hereby authorized to establish bank accounts and accounts with financial institutions in the name of the Suffolk Community College Association, Inc. in accordance with the payment procedure established hereby.

Board of Directors
 8/23/07

Authorization to Sign Vouchers

Vouchers authorizing payments from Association accounts must be signed by the College employee designated by the College President to approve payments for such accounts and by one of the following College officials:

- President
- Vice President
- Associate Vice President
- Dean of Student Services
- Associate Dean of Student Services

In the absence of the above individuals, said vouchers may be approved by those acting in their place, pursuant to the College's organizational chart. The College official who signs a voucher must be different than the official who initiated the voucher. All vouchers in excess of \$2,500 will require two signatures, one of which must be the President, a Vice President, or an Associate Vice President. All vouchers must be pre-audited before payment by the Director of Business Affairs/Suffolk Community College Association, Inc. and must conform in all respects to the budget adopted by the Board of Directors, and to the rules and regulations of the Board of Directors, and must be in accordance with the terms and conditions and special purposes of each account. No checks shall be issued in payment of the aforesaid vouchers without the authorization cited above, and such checks must be signed as provided for by the Board resolutions.

Board of Directors
8/26/04