

ADMINISTRATIVE RULES

Title:
DEPOSITORY TRANSACTIONS

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F.S. 240.319
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Signature/Approval:



PURPOSE

The purpose of this administrative rule is to establish College policy regarding depository transactions.

RULE

The Board of Trustees of Hillsborough Community College shall designate bank depositories for accounts for all funds in the name of the Board of Trustees.

Both the President and the Chairman of the Board of Trustees are bonded and jointly authorized to sign depository withdrawals on pre-numbered checks from a designated bank depository account.

The President and a representative of the Office of the Vice President for Financial Affairs appointed by the President are authorized to transfer funds by electronic, telephone or other medium, which shall be confirmed in writing and signed by the Vice President for Financial Affairs or the President. A wire transfer shall be restricted to only those accounts designated as District Board of Trustees of Hillsborough Community College.

The President will develop and implement an administrative procedure on depository transactions.