

## ADMINISTRATIVE RULES

<b>Title:</b> DEPOSITORY TRANSACTIONS	<b>Identification:</b> 6HX-10-6.07
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	<b>Effective Date:</b> 08/24/16
<b>Authority:</b> SBE 6A-14.075 FS 1001.64; 1001.65	<b>Signature/Approval:</b> Dr. Ken Atwater

### PURPOSE

This rule establishes policy regarding depository transactions at Hillsborough Community College (HCC).

### RULE

The Board of Trustees shall approve bank depositories for the deposit of all funds in the name of the Board of Trustees.

Both the President and the Chairman of the Board of Trustees are jointly authorized to sign depository withdrawals from a designated bank depository account. The Vice President for Administration/CFO and the Vice-Chair of the Board of Trustees are authorized to serve as alternates.

The President and a representative of the Office of the Vice President for Administration/CFO 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 Administration/CFO 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.

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History: Adopted 2/21/90; Revised: 2/19/92; 2/19/08; Formerly: 6HX-10-5.015