

GCCC Policy Add Template

Category: Operations

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Policy Title: [Check-Writing Policy](#)

Policy Statement:

The Board of Trustees authorizes the use of computerized signature fonts in accordance with the following guidelines:

- 1.The signature font for check-writing shall be kept secure and safe, as outlined in the Business Office Procedures Notebook.
- 2.The signing of blank checks is prohibited.
- 3.All void or spoiled checks shall be marked void and retained. The signature section shall be removed and destroyed on each void or spoiled check.
- 4.Checks written during the annual rodeo shall require two signature stamps and one live signature in lieu of the signature font.

Procedures: [Click here to enter text.](#)

Contacts: Chief Financial Officer

Approved Date: 3/1/2018

Policy History: [Click here to enter text.](#)

Keywords: check, signatures

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