GCCC Policy Add Template

**Category:** Operations

**Division:**

**Department:** Click here to enter text.

**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

**Related Form:** Click here to enter text.