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## Bank Signing Officers

Policy No.:	2001
Category:	Financial Services
Approving Body:	Board of Governors
Executive Division:	VP Finance and Administration
Department Responsible:	Financial Services
Current Approved Date:	2016 Aug 08

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### Policy Statement

This policy concerns bank transaction signing authorization. The Board of Governors Manual specifies who the bank transaction signing officers are.

### Purpose of This Policy

The purpose of this policy is to communicate to BCIT employees who the bank transaction signing officers are as a matter of Board of Governors policy.

### Application of This Policy

BCIT Board of Governors  
BCIT Employees

### Related Documents and Legislation

Board of Governors Manual

### Other Information

All bank transactions, excluding deposits, require authorization.

## **Duties and Responsibilities**

### **Bank Transaction Signing Officers**

According to the Board of Governors, any two of the following individuals are authorized as the signing officers for banking transactions of the British Columbia Institute of Technology:

- President
- Vice President, Administration and CFO
- Vice President, Academic
- Vice President, Human Resources and People Development
- Associate Vice President, Student Services
- Director, Financial Services
- Assistant Director, Financial Services
- Manager Accounting Services, Financial Services
- Manager Capital Accounting, Financial Services

## **Procedures and Guidelines Associated With This Policy**

None

## **Forms Associated With This Policy**

None

## **Amendment History**

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|---------------|-------------|
| 1. Created    | 1987 Oct 01 |
| 2. Revision 1 | 1997 Dec 01 |
| 3. Revision 2 | 2002 Sep 24 |
| 4. Revision 3 | 2003 Jul 02 |
| 5. Revision 4 | 2010 Jun 08 |
| 6. Revision 5 | 2016 Aug 08 |

## **Scheduled Review Date**

2021 Aug 08