

UPDATING AUTHORIZED BANK SIGNATURES

SUMMARY

This procedure explains how to add and/or delete signatories on bank accounts.

PROCEDURE

1. Prepare a memo to the Finance Director requesting authorization to add and/or delete signatories to the bank account.
2. Attach two completed signature cards.
3. Finance will notify the bank of the change.

CONTACT(S):

Department/Division

Finance Department/Cash Management Division