BANK SIGNERS (ACC-W017)
Sacramento City Unified School District

1.0 SCOPE:

1.1 This work instruction discusses the process that is used to maintain current Bank Signers on bank accounts other than those managed by the County Treasury for Sacramento City Unified School District.

2.0 RESPONSIBILITY:

2.1 Fiscal Analyst II

3.0 APPROVAL AUTHORITY: Approved signature on file

3.1 Director of Accounting Services

4.0 DEFINITIONS:

4.1 Signature Card: Card from each bank that lists/records staff authorized to sign on the account.

5.0 WORK INSTRUCTION:

5.1 Complete a signature card for each bank account with information as required by the respective bank.

5.2 Make and keep a copy of the signature card before submitting to the bank.

5.3 Upon submitting card to the bank, request that a bank representative sign the card copy documenting the date and time the card was received.

5.4 Update bank cards as signers (staff) change due to terminations or transfers, etc.

5.5 Notify signers which banks accounts they are authorized to sign on.

6.0 ASSOCIATED DOCUMENTS:

6.1 Bank Cards

6.2 Copies of Valid Identification for each signer

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Copies of Bank Cards Copies of Valid Identification for each signer	File cabinet in office	One year	Discard as desired	Access limited to General Accounting Staff

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
11/10/04	A	Initial release

* * * E n d   o f   p r o c e d u r e * * *