



Rowan College of South Jersey

Policy: 6103
Title: **CHECK WRITING AND SIGNATORY AUTHORITY**
Area: Finance
Approved: 07/01/19
Revised: 07/30/24

Check Writing

The College's policy is to print vendor checks and expense reimbursement checks weekly. Checks will be prepared by persons independent of those who initiate or approve expenditures, as well as those who are authorized check signers.

The President will have administrative procedures developed and implemented for mailing checks, providing rules for stop payments, record keeping, security, and accountability including sanctions.

Contract Signatory Authority

The Board of Trustees delegates to the President the authority to approve and execute all contracts, agreements, grants, and other binding legal instruments presented in the name of the Board of Trustees, which are either:

1. Expressly approved by resolution of the Board, or;
2. Usual, necessary, and appropriate to the normal operation of the College, and within the budgeted expenditures as approved by the Board.

The President may sub-delegate specific authority for certain types of contracts, agreements, and instruments. All delegations shall be to a position within the College and not to individuals holding the position at the time of the delegation. When there is turnover in a position, the new individual has the authority of the previous incumbent.

The President will have administrative procedures developed to support the signatory authority process.

References:

Rowan College of South Jersey Administrative Procedures, *6103 Check Writing and Signatory Authority*

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