University Policies and Procedures

08-01.30 – POLICY ON WITHDRAWAL OF FUNDS FROM BANK ACCOUNTS

I. Policy Statement: These procedures for the Withdrawal of Funds from Bank Accounts are designed to protect Towson University (State) (the “University”) assets from misappropriation and to comply with USM Policy VIII-1.30.

II. Definitions:

III. Responsible Executive and Office:
Responsible Executive: Vice President for Administration and Finance and CFO

Responsible Office: Financial Services

IV. Entities Affected by this Policy: All University departments and employees.

V. Procedures:

A. Withdrawal of Funds ($2,000 or more)
   1. The withdrawal of funds in the amount of $2,000 or more shall require the signature of two persons on the check. Both persons signing the check must be included on the Comptroller’s approved list of authorized signers.
   2. The signatures may not be mechanically affixed.

B. Withdrawal of Funds (Less than $2,000)
   1. The withdrawal of funds in the amount of less than $2,000 shall require the signature of one person on the check. The person signing the check must be included on the Comptroller’s approved list of authorized signers.
   2. The signature may not be mechanically affixed.

Related Policies: USM Policy VIII-1.30

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