

## **Bank Account Signature Authorization Policy**

### **Policy**

The bank will be notified when there is a change to the authorized signatures on the safety deposit box, the Corporate and Administrator's accounts and other accounts held in the name of The West Chicago Public Library District.

### **Procedure**

A. The Board of Library Trustees will approve changes in the names of persons authorized to access the safety deposit box and sign checks or other notices of withdrawal from checking accounts carried in the name of the Library by board Resolution.

B. On board directive, the Library Director, the Administrative Assistant or the Treasurer shall send notice of all changes to the depository.

Reviewed with the Treasurer: March 11, 2014 (amended)

Reviewed by Board of Library Trustees: March 24, 2014

Approved by Board of Library Trustees: May 27, 2014