

CES Resolutions and Signature Cards

Summary:

- This document outlines the process for updating bank account resolutions and signature cards.
- All CES bank accounts must have at least two signers.
- The Office of Treasury Operations is responsible for completing necessary documents to change signatories on all university bank accounts.

What to Do		Who	How to Do It
1	To change signers on an existing bank account.	County	Send email requesting change to treasury@purdue.edu and copy CES/Ag Business Office.
2	List in the email all signers and their current titles.	County	Email must include, <ul style="list-style-type: none"> • All signer names and titles • Account title and last 4 digits of the account number • Name and address of the bank
3	Prepare new resolution	OTO	(internal process)
4	Put form in Filelocker	OTO	Save the form as “___ County.pdf” then upload to Filelocker and share the file with the county and business office personnel. Retain a copy in the follow up folder. Write on the copy when uploaded to Filelocker and who it was shared with.
5	Electronic signature card	OTO	When an electronic copy of the bank’s signature card is available fill it in and upload it to Filelocker along with the resolution.
6	Obtain signatures	County	Download the form(s) from Filelocker. Verify all information is correct and obtain signatures on resolution and signature(if available.) Send all original forms to CES Business Office.
7	CES personnel certification	Business Office	Certify the personnel listed are employees, their titles are correct and their signatures are genuine by signing the Verification of Signers form. Send all originals to Office of Treasury Operations/FREH.
8	OTO signature	OTO	After obtaining Assistant Director OTO signature, verify that the Tax ID number is on the resolution and is correct. Make a copy of the resolution, attach to the original Verification of Signers form. (Attach copy of signature card if available.)
9	Send to the bank	OTO	Mail original resolution and signature card to the bank. (internal process) Notify signers the forms have been mailed.
10	Signature card	County	Signers will need to follow up with the bank to update the signature card for the account.
11	Signature card	OTO	Follow up with the bank for a copy of the signature card to be filed with the resolution.