

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 two signers, and 3 are recommended.
- The Office of Treasury Operations is responsible for completing necessary documents to change signatories on all university bank accounts.

What to Do - Signer leaves Purdue University		Who	How to Do It
1	Remove signers who are no longer employed by Purdue University.	County	<u>Immediately:</u> Send email to treasury@purdue.edu and CES/Ag Business Office.
2	List information for letter to be sent to the bank.	County	Email must include, <ul style="list-style-type: none"> • Signer name and <u>final date of employment</u>. • Account title and last 4 digits of the account number • Name and address of the bank
3	Prepare letter for removal	OTO	Prepare letter telling the bank to remove signer from the account and put it in Filelocker.
4	Immediately deliver removal letter to the bank.	County	Download letter from Filelocker and deliver it the bank as soon as possible.
5	Replace removed signer.	County	Immediately follow instruction to Change Signers. If the removal leaves one signer on the account contact CES/Ag Business Office for an interim signer to be determined.
What to Do – Change Signers		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"> • County name in the subject line • 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	OTO will follow internal process to prepare resolution.
4	Put form in Filelocker	OTO	Upload the file to Filelocker and share the file with the person who sent the email.
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 card(if available). <i>Do not date the form.</i> Put signed forms in Filelocker and

			share with CES/Ag 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. Share all documents with Teresa Mimms via Filelocker.
8	OTO signature	OTO	Teresa Mimms will sign the resolution, save both pages separately in the county's folder on the LAN and email Barb Meihls. Verify the Tax ID number is on the resolution and is correct.
9	Send to the bank	OTO	Email the county letting them know the completed resolution has been received. Ask them for a bank fax number to send the forms to the bank, also asking them if they would rather hand deliver the forms to the bank. (internal process)
10	Signature card	County	Signers will need to follow up with the bank to update the signature card for the account. Share a copy of the completed signature card in Filelocker for Barbara Meihls.
11	Signature card	OTO	Save the completed signature card in the county's folder on the LAN.