



# Tier III Organization Procedures

## Account Signatures

Guide for Collection of Account Signatures

**UConn**

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# Account Signers/Signators

All Trustee Organizations are required to have their current Account Signers on file with TSOS and where their banking services are provided.

Regional Orgs must also have their signatures on file with the State.

During transition, Trustee Organizations are required to identify Account Signers/Signators in their Org Chart Submission.

Should there be any change during the middle of officer terms, Trustee Orgs must update TSOS immediately.

Account Signers can both:

- Sign off on financial transactions presented to TSOS, and
- Seek information on the account where their funds are held, providing identification as requested:
  - For Storrs Trustees, Business Services serves as the Bank
  - For Regional Trustees, they will have a local retail bank branch



# Back-up Signers

Dual control is required over Trustee Funds which means two established signers are required to approve expenditures. During normal operations, those signers would be the Treasurer and President or equivalent positions.

For business continuity and in case of a conflict, TSOS requires the Treasurer and President to each have back-up signers. Because of the unique nature of each Org, Orgs can choose the student leaders that make the most sense to serve as back-ups.

- For Treasurer, it is frequently the Secretary Role in UCONNTACT or a Role involved in programs/expenditures
- For President, the back-up is typically the Vice-President Role in UCONNTACT

Storrs Orgs authorize expenditures but do not sign checks themselves

→ A signature from the Manager of Business Services is applied to Storrs checks

Regional Orgs will both authorize expenditures and sign checks



→ Therefore, Regional Orgs must also have a staff signer and back-up

# Electronic Contactless Process

Based on the information provided on the Org Chart, TSOS will reach out to the signators for an image of their signature via Filelocker, UConn's secure file sharing application.

Ideally, a blue felt tip pen is used to sign your most natural signature for future comparison.

Upon collection of all signatures, TSOS will submit the signatures to the appropriate authority.

For Regional Trustee Orgs, this will include the State which can take some time so plan ahead

**NOTE:**

Should a student leader who is an authorized signer, resign outside of the normal term, organizations must notify TSOS immediately and take immediate action to replace the student and update the list of authorized signers.



# Questions

Trustee Student Organization Support

Ask first and save time and energy!

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**Thank you!**

