



Title of Policy: WITHDRAWAL OF FUNDS FROM BANK ACCOUNTS

Policy (check one): New Revised

Applies to (check all that apply):

Faculty **Staff** **Students**

Division/Department **College**

Purpose:

Withdrawal of funds from bank accounts held in the name of Baltimore City Community College shall be accomplished according to procedures established by the President of the College and the guidelines established by the Comptroller of Maryland General Accounting Division (GAD).

Policy Statement:

It is the policy of Baltimore City Community College to ensure the integrity of all designated institutional bank accounts. Withdrawal of funds can only occur with proper documentation and approval.

Originator/Division: Finance and Administration/Controller's Office.

Implementation Date(s): October 7, 2009; March 14, 2024

Board of Trustees Approval Date(s): October 7, 2009; March 11, 2024