



New York Medical College Policy and Procedure Manual

Section: GENERAL ACCOUNTING	No.: CO.301
	Date: June 15, 2010
Subject: BANK ACCOUNTS	Page 1 of 3
	Supersedes: 5/20/93

I. Purpose

To establish guidelines for establishing bank accounts in the name of New York Medical College using the College's Tax Identification Number.

II. Scope

This policy applies to all College faculty and staff.

III. Definition

Bank Account – Any account that uses the name New York Medical College (checking, saving, depository, money market, etc.) opened at a financial institution.

Tax Identification Number – The number used to identify New York Medical College for Federal and State matters. The Tax Identification Number may also be referred to as Employer Identification Number (EIN) or Federal Employer Identification Number (FEIN).

IV. Policy

It is the policy of New York Medical College that all bank accounts used to conduct the College's business are established with the authorization of the Board of Trustees. Only bank accounts that are approved by the Board of Trustees and included in the College's financial statements are valid. Unapproved bank accounts maintained by departments of the College are invalid and shall be dissolved immediately.

V. Procedure

A. Requests to establish bank accounts shall be made in writing and approved by the appropriate Dean or Vice President. The request must include:

1. The purpose of the account. The request should include justification as to why the account is needed and why no existing account meets the identified need.
2. The proposed name of the account.

Issued By:	Approved By:
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3. The type of account (checking, saving, lockbox, etc.)

- B. The Senior Vice President/Chief Financial Officer shall review the request and, if appropriate, submit it to the Board of Trustees for approval.
- C. The Controller's office will utilize the New Bank Account Checklist (BA-1) to insure necessary actions are taken prior to establishment of the bank account.
- D. A copy of the bank agreement and other bank documents required to be completed by the College to open the account will be forwarded to the Legal Department for review.
- E. Upon Board of Trustee approval of the resolution and completion of the Legal Department's review, the appropriate bank documents to establish the bank account in the College's name shall be completed and forwarded to the bank.
- F. The Controller's office will assign a new general ledger account number for the bank account and will create and maintain the file containing the checklist and copies of all the documents pertaining to the establishment of the bank account.

VI. Responsibility

A. College Faculty and Staff

Comply with the provisions of this policy.

B. Legal Department

Review the bank agreement and other bank documents.

C. Controller's Office

1. Utilize the New Bank Account Checklist (BA-1) to insure the necessary actions have taken place prior to the establishment of a new bank account.
2. Assign a new general ledger account number for the bank account.
3. Create and maintain the file containing the New Bank Account

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Checklist (BA-1) and copies of all documents pertaining to the establishment of the bank account.