



Canada's Capital University

Policy Name:	University Bank Accounts
Originating/Responsible Department:	Financial Services
Approval Authority:	Senior Management Committee
Date of Original Policy:	September 1991
Last Updated:	February 2019
Mandatory Revision Date:	February 2024
Contact:	Asst. Vice-President, Financial Services

Policy:

All University monies are to be administered through the Business Office. No individual, University department, University agency or Student group/society/club is to establish a bank account in the name of Carleton University, unless authorized by the Assistant Vice-President, Financial Services and a second signing authority.

Purpose:

To ensure that the administration of University funds is undertaken solely by the Carleton University Business Office.

Scope:

This policy applies to the University community.

Contacts:

Asst. Vice-President, Financial Services; Manager – Business Operations

Links to related Policies:

Cash Handling Policy