

**UWF Board of Trustees Meeting**  
December 8, 2016

**Issue:** Authorization to Sign Checks

**Proposed action:** Approval

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**Background information:**

Section 1011.42(7), Florida Statutes, University depositories; deposits into and withdrawals from depositories, states in relevant part:

(7) The university board of trustees shall specifically designate and spread upon the minutes of the board the legal name and position title of any university employee authorized to sign checks to pay legal obligations of the university.

Current authorized check signers are as follows:

- Judith A. Bense, President
- Steven D. Cunningham, Vice President, Division of Finance and Administration
- Colleen M. Asmus, Associate Vice President for Finance/Controller
- Jeffrey A. Djerlek, Associate Controller

Martha D. Saunders, incoming President, will be replacing President Bense as an authorized check signer.

**Recommendation:** Approval and authorization of specified officers and employees of the university to sign checks by adopting the following resolution effective January 1, 2017:

BE IT RESOLVED THAT, the following officers and employees of the University are authorized to sign checks for the purpose of paying legal obligations of the University from accounts held at Coastal Bank and Trust, P.O. Box 12966, Pensacola, Florida 32591 as long as the expenditures are authorized by all applicable University policies and State Regulations:

- Martha D. Saunders, President
- Steven D. Cunningham, Vice President, Division of Finance and Administration
- Colleen M. Asmus, Associate Vice President for Finance/Controller
- Jeffrey A. Djerlek, Associate Controller

**Implementation Plan:** None needed.

**Fiscal Implications:**

Fiscal oversight by the UWF Board of Trustees for the University of West Florida

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**Supporting documents:**

None

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**Facilitator/Presenter:**

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