

University of Denver Bank Account Rules

University policy for opening, administering and overseeing bank accounts that contain funds belonging to the University of Denver are as follows:

- Bank accounts containing University funds may only be opened with board approval and must carry the University's federal tax identification number and the name "University of Denver (Colorado Seminary)" in the account title.
- Requests for new account should be made to the Controller's Office. Please contact the Treasury Specialist at 303.871.2404.
- All signers must be employees of the University authorized by the Controller's Office and/or the Vice Chancellor for Business and Financial Affairs.
- The University may consider establishing separate bank accounts to fulfill specialized banking or operational needs for institutional or departmental purposes subject to the aforementioned policies and *ONLY* with the Controller's Office approval.
- All bank accounts must be reconciled on a monthly basis and documentation kept on file for auditing purposes.

This policy should be followed at all times. Please contact the Controller's Office at 303.871.2404 with requests for new bank accounts or with questions regarding the requirements.