5.2 Establishment of Bank Account

Policy Statement
Per Board of Regents Policy only the University President or his/her designee has the authority to establish a bank account in the name of the University and using the University’s federal tax identification number. Clubs and organizations affiliated with the University do not have the authority to use the University’s federal tax identification number when opening an account for such club or organization. Such organizations must obtain their own tax identification number.

Reason for policy
To establish who can use the University's federal tax identification number for bank accounts.

Additional contacts
Lisa McCleary, lmcclear@uga.edu 706-542-6833

Responsibilities
**Responsible University Senior Administrator**: Vice President for Finance & Administration  
**Responsible University Administrator**: Associate Vice President - Finance Division  
**Policy Owner**: Bursar’s Office  
**Policy Contact**: Lisa McCleary lmcclear@uga.edu  
**Phone Number**: 706-542-6833

Policy Dates
Effective Date:  
Date Last Approved:  
Date of Last Review: 04/21/2017  
Date of Approval:  
Previous Version of Policy: