



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Authority to Conduct Business with Depository Bank	CB - I	2	03/23/2026

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
C — Business and Support Services	Depository of Funds	CB	08/26/2025

CHECK SIGNING AND ELECTRONIC FUNDS TRANSFER AUTHORITY

Any one person designated below as an administrator, joined with any one person designated below as a Board member shall have authority to execute checks and electronic funds transfers of \$100,000 or more on accounts of the McLennan County Junior College District in any bank used as a depository by the college.

ADMINISTRATORS

- Johnette McKown, President
- Chad Eggleston, Vice President, Instruction & Student Engagement
- Mark Harmsen, Vice President, Finance & Administration
- Laura Wichman, Vice President, Strategic Planning & Enrollment

BOARD MEMBERS

- Dennis Clark
- Earl Stinnett, Sr.
- Elizabeth Palacios
- Ilda Sabido
- Jonathan Hill
- K. Paul Holt
- Ricky Lee Turman

In connection with checks and electronic funds transfers in amounts not in excess of \$100,000, and with respect to checks and electronic funds transfers in any amounts involving only transfer of funds between accounts of the District, in said depository bank, and with respect to checks and electronic funds transfers in any amounts involving McLennan Community College



employees' payroll deductions payable on their behalf to an outside agency, and with respect to checks and electronic funds transfers in any amounts in payment of utility bills, insurance premiums, bond debt service and taxes, apartment rent for athletes, the signature of any two of the above named administrators shall be sufficient.

SAFE DEPOSIT BOX

Any combination of any two of the eleven administrators and Board members as listed above, shall have authority to enter any safe deposit box in the name of the college at said depository bank.

The keys to the safe deposit box are secured in the safe in the MCC Financial Services Office and are to be signed for when requested by the above authorized administrators and/or Board members.