



STATE PARKS & HISTORIC SITES

MARK WILLIAMS
COMMISSIONER

BECKY KELLEY
DIRECTOR

Administrative Procedure # A - B - 4

Subject: Banking Account Signature Cards

Effective Date: May 1, 2014

Procedure Statement:

Each park is responsible for updating Bank Signature Cards for any DNR bank account at their location every time a change in personnel affects the authorized signatories on these accounts. The Parks Division Standard for authorized signatories is: Parks Director, Region Manager, Manager -Park or HS, and Assistant Manager (or HS Interpreter with Region Manager approval).

Definitions:

Not Applicable

Procedure:

- 1) Bank Signature Card (form):
 - a) Site will need to obtain from their Bank the appropriate signature form for each bank account and a return envelope(s). If the bank does not supply a return envelope, ensure that either their address is listed on the form or provide the bank's address.
 - b) ALL of the above authorized signatories have to complete their section of the Bank Signature form each and every time an update/change occurs. One person leaves, a whole new form needs to be completed by all remaining and/or a new member to replace the previous form on file.
 - c) Operating Accounts should list the following address for the account/statements: 2 MLK Jr. Drive, Suite 1262-East Tower. Petty Cash Accounts should have the address of the park.
 - d) The TIN (Tax Identification Number) for all bank accounts should be the DNR Fed ID # 58-1130945
 - e) The Director's full legal name should be listed on the form. 2014 Ex: Rebecca B. Kelley. If your bank's form includes for identification purposes their Social Security or a Driver's License number, leave these fields blank for the Director as they will be completed when the document is signed.
- 2) State Depository Form:

- a) State Regulations require the completion of this secondary form to be kept on record with Cash Management in Atlanta.
- b) Every time you update a Bank's Signature form you must also have all members complete and sign this form.
- c) Bank Signature forms received without the State Depository Form will not be processed until the Depository form is received.

3) Paperwork process:

- a) The Park or HS will complete their sections of the Bank Signature form and the State Depository form and send one original of each to their Region Office.
- b) The Region Office will review the documents for accuracy/approval and the Region Manager will complete his/her section of both forms. These original forms should be forwarded to the Director's Office.
- c) The Director's Office will review and complete the documents with the Director's signature and any additional personal information required. The D.O. will keep a copy of the Bank Signature form on file and will mail the original to the Bank. The D.O. will forward the State Depository form to Cash Management.

Authority: (if applicable)

Not Applicable

Attachments:

Attachment 1 – State Depository Form