

# BLUE MOUNTAIN COLLEGE

---

## POLICIES AND PROCEDURES

**AREA:** Student Affairs

**NUMBER:** Policy 4.21

**SUBJECT:** Student Organization Accounts

The following are general guidelines for the management of accounts for student organizations at Blue Mountain College:

1. The funds of all clubs, organizations, or activities shall carry their accounts through either the Office of Business Affairs or a local bank. Should the organization opt to use a bank account, the sponsor's signature is required on all checks.
2. Each club or organization shall file a financial report with the Director of Student Activities at the end of each academic year. The requirement to file this financial report applies regardless of the location of club or organization's cash. The Director of Student Activities may require that the financial report be submitted on a specified date. Failure to file the required financial report may result in revocation of the club or organization's charter.

SOURCE: Board of Trustees: February 25, 2005; February 22, 2002

EDITORIAL CHANGES: October 03, 2014; February 26, 2010; Moved to 4.21-August 07, 2015