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**BANK SIGNERS (ACC-W017)**  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1 This work instruction discusses the process that is used to maintain current Bank Signers on bank accounts other than those managed by the County Treasury for Sacramento City Unified School District.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

**2.0 RESPONSIBILITY:**

- 2.1 Fiscal Analyst II

**3.0 APPROVAL AUTHORITY**

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**\*\*\* End of procedure \*\*\***