

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM NO. 63

October 12, 1995

TO: All Departments, Boards, Agencies and Commissions

FROM: Marlin N. Gusman, Chief Administrative Officer

SUBJECT: BANKING

I. PURPOSE.

All recipients and disbursements of money on behalf of the City of New Orleans shall be made through the Department of Finance Bureau of Treasury, the custodian of all City bank accounts. A previous policy issued under this number is cancelled.

II. PROCEDURE.

A. Receipts.

Any money received by any City department shall be sent to the Treasury, Room 1W22, City Hall to be processed into the City's financial system and deposited in a bank. Detailed procedures are found in the Government Financial System Operations Guide.

B. Disbursements.

Treasury shall control all of the City's bank accounts. Only officials of the Department of Finance authorized by the City Code may sign checks on behalf of the City.

III. EXCEPTIONS.

Exceptions to this policy may be made only with the approval of the City Treasurer and the Director of Finance.

IV. INQUIRIES.

Questions concerning this policy should be directed to the Bureau of Treasury, 565-6700.

MNG/LRF/itb