

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**CERTIFICATION OF DOCUMENTS, RECORDS**

**POLICY 3500**

**ADOPTED: 06/21/94**

**AMENDED: 11/20/01**

The College seal shall be used for the certification of documents, transcripts, and other records when such certification is required for legitimate use by any person or agency. The College seal shall not be utilized for any other purpose.

Only employees authorized by the President of the College shall be permitted to use the seal.

College Seal Authorization

(3 Seals on Campus)

1. President's Office
2. Health Careers
3. Student Services/Admissions

Other areas that use seal:

- a. Vice President, Business Services
- b. Arts & Sciences
- c. Community Education
- d. Athletics
- e. Adult High School Programming
- f. Real Estate
- g. Financial Aid (financial aid & public aid transcripts)