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| Baltimore Research and Education Foundation, Inc. | Check Endorsement/Stamp Policy | No. | | 44 |
| | | Effective Date | | 03/12/2009 |
| | | Revision Letter | | A |
| | | Final Approval Signature | Approved at the BREF Board meeting held 1/26/2011. | |

1.0 Purpose

The purpose of this policy is to establish the terms whereby the Baltimore Research and Education Foundation, Inc. (BREF) will endorse checks.

2.0 Scope

This policy applies to BREF checks received that require endorsement.

3.0 Policy

3.1 It is the policy of BREF to endorse checks with a stamp as follows:

For Deposit Only
Baltimore Research and Education Foundation

4.0 Revision History

| Revision Date | Revision Letter | Name of Document Author | Description of Change |
|---------------|-----------------|-------------------------|--|
| 03/12/2009 | A | Heather Riley | Policy is put into approved format |
| 01/26/2011 | | Shirley Rutledge | No revisions. Approved at BREF Board meeting held 1/26/2011. |
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