

Title: Check Policy

Purpose: This **procedure** includes the processing of invoices, statements, bills for services, material and work rendered and the timely payment of these obligations

I. Where Do We Get Our Checks

1. Checks are ordered from Deluxe Business Checks to be printed on laser printer.

II. How Are Checks Processed

1. Office Manager inputs checks to be paid in Quickbooks.
2. These checks are then saved in Quickbooks, then printed on laser printer
3. All checks and financial records will be stored in a locked file cabinet by the office at the end of the day.

III. Who Can Sign Checks

1. All checks, other than routine recurring bills and statements, shall have two (2) authorized signatures. The President and Treasurer will determine the Board members or management staff authorized to sign checks. A letter prepared by the President will be sent to the Bank, which will identify the individuals authorized to sign checks. The Bank will prepare the necessary signature authorization cards for processing.
2. Checks for routine recurring bills and statements, such as electric, utilities, telephone, cable, etc. may be signed by one of of the designated signers.
3. Payment of invoices, bills and statements for services, material and work related to maintenance and special projects shall be reviewed by the Treasurer or designated representative to ensure that the proper accounting codes are entered in the accounting system. Checks may be signed by one of the two designated signers.
4. Any unusual or first time items shall be brought to the attention of the President and Treasurer for disposition.