

5.06 Check Preparation

All blank checks must be under lock and key in the vault and the keys in the custody of two persons independent of the check signatories who are the Controller and the Administrative Assistant to the Vice President. When checks are needed for processing, the Controller would determine how many checks are needed based on the Checks to Be Issued Report then two (2) members in the Fiscal Department (one (1) would always be the Controller or the Administrative Assistant to the Vice President for Finance and Administration) to unlock the vault and count the number of checks needed. Both parties would then sign the checks taken in the Check Register Book. If checks are to be voided, these would be given to the Controller.

Checks shall be printed once per week on Wednesday and disbursed on Friday. Payroll checks will be processed in accordance with Section 6.02 of this manual. Prior to the check run date, the Accounts Payable Accountant shall produce a check register which reflects the amount to be paid by vendor and the total check dollars to be issued. Checks may be printed outside of this cycle only in the event of an emergency.

1. The Controller shall review the check register to verify the vendors being paid and ensure that cash is available to fund the checks to be issued.
2. The checks must be printed and attached to the original documentation. Next, the check must be approved and signed by the Vice President for Finance and Administration or a person designated by the President in the absence of the Vice President for Finance and Administration. The check must then be forwarded to the second authorized check signer for signature, if applicable.
3. Authority to sign checks drawn on the bank accounts is given to persons occupying the following positions: President of the College, Executive Assistant to the President, and Vice President for Finance and Administration. Two signatures are required on checks of \$1,000 or more.
4. The checks shall be returned to the Cashier for copying, distribution and mailing. The Cashier shall stamp all invoices as "PAID" and file in the vendors' files.
5. Voided checks must have "Void" stamped or written in ink across the face of the check and the signature portion of the original check shall be perforated or cut out. The original of the voided check shall be placed in the canceled check file

(numerically). .

6. The Controller must ensure that the voided checks are adjusted in both the accounts payable system and general ledger.
7. All canceled checks must be filed in chronological order and shall become permanent records of the College.
8. In **NO** event shall checks be prepared unless these procedures are followed:
 - a. Checks must be prepared from original invoices. Any exceptions must have approval of the Vice President for Finance and Administration via a Check Request Form.
 - b. Checks must be used in chronological order.
 - c. Checks are not to be prepared or signed in advance of preparation.
 - d. Checks are never to be made out to Cash or Bearer.
 - e. Checks are not to be printed and held in excess of two business days before release.