
California Pines CSD

POLICY HANDBOOK

POLICY TITLE: Check Processing

POLICY NUMBER: 2176

2176.1 All commercial obligations or requests for issuing checks shall be reviewed and approved by the Manager or his/her designate.

2176.2 Expenses will be presented to the Board of Directors at their regular board meetings.

2176.2.1 The Board of Directors will consider each bill, and checks drawn for approved bills will be signed with two signatures; the General Manager and one director. **In the rare occurrence that the General Manager is not available to sign a check and payment is due, the check may be signed by two Directors. All such occurrences shall be documented and documentation is to be included in the monthly financial reports.**

2176.2.2 The District Manager or his/her designated representative will have those approved checks distributed to the District's creditors.

2176.3 Checks will be printed for the District's payroll obligations on a predetermined schedule of each month.

2176.3.1 The District General Manager or his/her designate will distribute the checks on the payday as defined in Policy #3158.

2176.3.2 A listing of the checks distributed by the General Manager or his/her designate will be presented to the Board of Directors at their next regularly scheduled board meeting for ratification.