

To: District Council Members

Re: Check/Cheque Request Procedures 2019

Please note that with the addition of a bookkeeper this year, the following procedures have been recommended to the District Finance Committee for further recommendation to District Council.

GENERAL INFORMATION:

1. The Check Request is a download file located on the D7090 website, located under District Operations/District Council/Budget.
2. In order to complete a Check Request, you need a digital signature. You can get it free from Adobe Acrobat.
3. Reimbursements- must have a Paid Receipt accompanying the Check Request. The Check will be made payable to the person/entity who is indicated on the Paid Receipt.
4. Other requests - deposits on rentals, payments to vendors or training staff- must have an Invoice accompanying the Check Request. The Check will be issued to the business on which it is written.
5. Budget line to Charge. See GL/Account Codes also on this page.
6. Signing Authority.
  - a. Committee Chairs must obtain Director approval when such direct report is in place.
  - b. See bottom of Check Request to see \$\$\$ signing levels.

APPROVAL PROCESS:

1. Originator. The Originator is the person completing the Check Request. The Originator is responsible for all levels of approval.
  - a. Originator sends completed documentation electronically to next level of authority (say the Director). The Director authorizes with signature and returns the Check Request with documentation to the Originator.
  - b. Originator then forwards to next level of authority, etc. Once all signing authority is complete, the Originator forwards completed documentation to Pene Hutton, Executive Secretary/Bookkeeper who reviews the documentation for completeness. If it is complete, the documentation is forwarded to the District Treasurer to issue check. If it is not complete, Pene will return to Originator with compliance instructions.
2. PLEASE DO NOT COPY EVERYONE ON THE CHECK REQUEST. THE ORIGINATOR STAYS WITH THE REQUEST UNTIL IT IS APPROVED BY ALL LEVELS NECESSARY. PENE WILL COPY YOU ON HER TRANSMITTAL TO THE TREASURER ONCE IT IS READY FOR CHECK ISSUANCE SO THAT YOU CAN FOLLOW IT UP AS NECESSARY.