Community Lutheran Partners, Inc.

CHECK REQUISITION

Effective Date: December 2006
Review Date: Yearly
Policy No. P02

POLICY

The Board of Directors has established the following procedure for requesting and authorizing payments by check. This policy is designed to control the check writing function and to safeguard the Organization's assets.

Note: This policy is specific to the requesting of a check. Normal invoicing that is generated via the normal purchasing procedures do not fall under this policy. This policy covers items that fall outside the scope of the purchasing procedures (Trainings, Seminars, Travel Advances, Employee Reimbursement, Allowances, Activities, and Other Services). The proper form usage and form completeness must be utilized.

PROCEDURE

A check requisition (Money Request Form, Purchase Order, and Employee Reimbursement Form) must be completed prior to the issuance of a check. To properly complete a check requisition the following information must be reported:

1. Date - Date of request.
2. From - Name of the person requesting the check, including the department and the telephone extension.
3. Pay to - Name and complete address of the payee.
4. Special Delivery Instructions - If the check is not to be directly routed to the payee then the appropriate routing instruction needs to be reported.
5. Social Security Number of Payee. - If payee is an individual and not a corporation (Excluding Community Lutheran Partners employees).
6. Date Required - Record the date that the check is required.
7. Amount - Amount of payment required expressed as $0,000.00.
8. Purpose - Reason for payment cross-**referenced to supporting details or documents (attach).**
9. Coding Section - The complete cost center or programs involved in the purchase.
10. Approved by - Requires authorized signing authority.
11. This policy will be reviewed annually by the Officers of the Board.

INCOMPLETE INFORMATION WILL BE RETURNED TO THE SENDER AND WILL NOT BE PROCESSED.

DISTRIBUTION

All copies of completed check requisitions are to be forwarded to the Treasurer for processing.
A one (1) week lead time is requested in order to ensure timeliness of the check writing process.

RESPONSIBILITY

The Treasurer is responsible for verifying that the amount requested is supported by the attached documents and that the signature is that of the appropriate authority.