

03. FINANCE

3.5. Check Signing

BOS Adopted – September 21, 2005

3.5.1. Procedures

A. Checks are processed by the Finance Department and forwarded to the Treasurer's Office for signatures.

B. Checks are required to have all the proper documentation attached to the checks to be signed, including a warrant control sheet showing the check number, payee and dollar amount. The sheet that shows the batch and the amounts that will affect the general ledger must also be attached.

C. The Treasurer's Office will total the checks to be sure that the total on the warrant control sheet and the checks issued are the same.

D. County Administrator or Assistant County Administrator signature must be included on the documentation indicating approval of the checks.

E. Checks presented with changes/corrections to the name or amount will not be signed.

F. The Treasurer's Office has the authority to refuse to sign checks without the proper signatures or documentation.

G. All voided checks must be delivered to the Treasurer's Office to be properly identified in the general ledger as a voided check. It is important that this procedure is followed in the same month the checks are voided.

H. The Treasurer is responsible for placing all stop payments on checks through the bank.

I. Payment for vouchers/bills will not be remitted by phone, giving the county's account number or check number. **ALL VOUCHERS/BILLS MUST BE PAID BY A COUNTY CHECK WITH PROPER SIGNATURES. NO ONE EXCEPT THE TREASURER HAS THE AUTHORITY TO GIVE OUT THE COUNTY BANK ACCOUNT NUMBER TO A VENDOR OR APPROVE A VOUCHER/BILL BY PHONE OR WIRE.**