
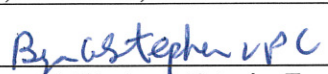




**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

Policy # 2009	Check Disposition - Operating Fund
Origination Date: May 1997	
Revision Date: March 2004; August 28, 2006; June 22, 2007; June 11, 2008; June 15, 2011; July 2, 2012	
Reviewed Date: July 10, 2009; July 21, 2013; October 7, 2014; October 17, 2016	
Approved:	
 _____ Paul Ascari, Chief Financial Officer	 _____ Bryan G. Stephens, Interim Executive Director

POLICY:

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board that signed checks be mailed /distributed by the next business day.

PROCEDURE:

1. After checks have been printed (see Cash Disbursements), they are forwarded to the Assistant Finance Director or designated Accountant with back-up documentation to be stamped with signatures or presented for manual signatures to two of the authorized check signers. (see Check Signatures).
2. Signed checks are returned to accounts payable staff for further processing as follows:
 - a Checks are separated from the CSB's copy of check stub.
 - b The original check is reviewed against the original check request and/or invoice for accuracy and completeness, attached to any applicable remittance advice and placed in an envelope for mailing or distribution by the next business day.
 - c The copy of each check is stapled to the invoice and check request or purchase order along with any other supporting documentation. The paid documents are then filed in the accounts payable vendor file.
3. Regular check run is Thursday, except holidays. Check runs are adjusted as necessary to accommodate emergencies, vacations, holidays, sick time. Checks are mailed or distributed by the next business day after they are written. Checks may be picked up from the accounts payable department after 10:00 a.m. on Friday.