

CHAPTER FOUR - Section 4.02 - E
FINANCIAL MANAGEMENT CASH DISBURSEMENTS

Date: November 21, 1983
Amended: December 12, 1984
Amended: September 21, 1989

SUBJECT: Financial Management Cash Disbursements

CONTACT: General Manager
Office Manager

I. POLICY

It is the policy of the LMOA Board of Directors that the Cash Disbursements System provide assurance that cash disbursements have been made only for authorized business purposes and have been properly recorded.

II. RESPONSIBILITIES

- A. It is essential that all checks be pre-numbered and all numbers in the series accounted for. Voided checks should be defaced to eliminate any possibility of further use, and filed in the regular sequence of paid checks.
- B. Officials authorized to sign checks will review the documents supporting each disbursement to insure that the transaction has been fully verified and that payment is justified. He/She will perforate or otherwise mark the supporting documents to prevent reuse. **Only original invoices from vendors should be paid.**
- C. Signature Authority: Only the General Manager of LMOA, the President, the Vice President, the Secretary, and the Treasurer of the Board of Directors are authorized to sign checks on behalf of the Corporation. See Section 4.02 L for the number of signatures required on checks drawn on various account.

III. ADMINISTRATION

The General Manager is responsible to assure that the above policy is administered at **all times**.

The Office Manager or his/her designee is responsible to report to the General Manager any infraction of the rules and procedures of this policy and to assure that all personnel handling cash disbursement are fully aware of the rules and procedures.