

BFUU Policy-Finance-Check Issuance

In order to reduce confusion & optimize staff time:

- checks are issued each week on Friday
- check requests / vouchers must be submitted by Monday
 - these need to include the account number from which to draw the check
- the Committee Chair, whose budget includes this account number, needs to sign approval
- the bookkeeper enters & prints checks on Tuesday
- the Treasurer or designate signs the checks on Thursday
- checks issued for mailing or pickup on Friday
- hand written checks will only be issued in extreme emergencies, as they require much back and forth between multiple staff members, which greatly reduces efficiency

BFUU Finance Committee August 2011, revised July 2019