



IDYLLWILD FIRE

POLICY TITLE: Check Processing
POLICY NUMBER: 3140

3140.1 All commercial obligations or requests for issuing checks shall be reviewed and approved by the Duty Chief or his/her designee and one member of the Board of Commissioners prior to payment.

3140.2 A list of checks will be printed for the commercial obligations and presented to the Board of Commissioners at their regular board meetings for ratification.

3140.2.1 Checks drawn for approved bills will be signed. If the amount of the check is over \$1500 two (2) signatures will be required. Signed checks will be returned to the Duty Chief or his/her designee for processing.

3140.2.2 The District may also pay its obligations by using electronic banking. Electronic banking does not utilize signed checks. The review and approval of payment of obligations prior to submittal to the accountant for payment will provide the necessary checks and balances (approvals will be coded prior to submittal to the Districts accountant). **If the amount of the obligation is over \$1500 two (2) signatures will be required.**

3140.3 Check will be printed for the District's payroll obligations on a predetermined schedule of each month by a firm hired to process payroll and meet all state and federal payroll requirements.

3140.3.1 Payroll checks over \$1500 will require two (2) signatures, one (1) of which will be a member of the Board of Commissioners. Checks under \$1500 will require only one (1) signature. The payroll registers that are prepared each month must be reviewed and approved by the Duty Chief of his/her designee and one (1) member of the Board of Commissioners.

3140.3.2 The Duty Chief or his/her designate will distribute the checks on the payday.

3140.3.3 The District provides for and encourages all employees to use direct deposit for payroll processing.

Original Approval Date: 10/08/2013
Board Revised Date: 10/27/2015
Board Revised Date: 04/23/2019
Board Reviewed Date: 05/24/2022

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Clerk of the Board