**EDWIN FAIR COMMUNITY MENTAL HEALTH CENTER, INC.**

**ADMINISTRATIVE MANUAL**

**CASH DISBURSEMENTS**

**POLICY:**

Disbursements shall be made on pre-numbered checks requiring two signatures.

**PROCEDURE:**

Disbursements shall be prepared by a different individual other than the employee reconciling the bank statements.

Accounts Payable checks shall be prepared by the Accounts Payable Clerk. The checks used shall be a two-part document. They shall be distributed and filed in the following order:

1. Original Check - Vendor

2. Check Copy - Attached to support documents and filed alphabetically by vendor name in each fiscal year by the Accounts Payable Clerk.

All disbursements shall be supported by adequate documentation that contains proper approvals.

Documentation shall be initialed by at least one of the authorized check signers.

Employee reimbursements will be electronically deposited.