



CHEQUE SIGNER IMPRINTER

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

Category:	B. Financial / Administrative
Parent Policy:	B07
Approval Date:	September 19, 2016
Effective Date:	September 19, 2016
Procedure Owner:	Chief Financial Officer

Overview:	
Procedures:	<ol style="list-style-type: none"> 1. Originator determines need for cheque and forwards request to College Business Services. 2. The Accounting Clerks are responsible for assessing the appropriateness of each cheque request. 3. The Accounting Clerks enters the invoice for payment in the Financial System. 4. The Accounting Operations Supervisor prepares the Cheque Register. The Cheque Register is reviewed and signed by the Controller or the CFO. 5. The Accounting Operations Supervisor runs the payment process in the Financial System to print the cheques. 6. The Accounting Clerks retain cheque stubs for college records and mail the cheques. 7. Student cheques dates are entered in the BANNER system by the Accounting Operations Supervisor and mailed by the Accounting Operations Supervisor. 8. It is the responsibility of the College Business Services to main all functions related to cheque signer/imprinter.
Definitions:	
Related Information:	
Review Period:	3 years
Revision History:	New: 1993 Revised: 2016