

SOUTH PLACER MUNICIPAL UTILITY DISTRICT POLICIES

Policy Name:	3140 – CHECK PROCESSING		
Approval Authority:	SPMUD BOARD OF DIRECTORS	Adopted:	
Resolution No.	15-23	Revised:	

PURPOSE

This policy provides direction to the Board of Directors, General Manager and Secretary of the District for the issuance, approval authority and reporting of checks.

POLICY STATEMENT

All creditor obligations of the District or requests for issuance of checks shall be reviewed and approved by the Department Manager or his/her designee and the General Manager. A register for issued checks written during the month will be presented at the first board meeting of the following month for board approval during the consent calendar.

Section 2: Signing Authority & Approvals

A register of issued accounts payable checks, payroll checks and direct deposits will be presented to the Board of Directors at their regular board meetings. The Board of Directors will consider checks drawn for approved invoices. All checks will have been signed with two signatures.

Check signatories are as follows:

- All Board Directors
- General Manager
- Superintendent
- Administrative Services Manager

Section 3: Accounts Payable & Payroll processing

The District Administrative Services Manager or his/her designee will process accounts payables and distribute signed checks to the Districts creditors.

The District Administrative Services Manager or his/her designee will process payroll records and distribute signed payroll checks and direct deposits to employees and board directors on a predetermined bi-weekly schedule.