PARTNERS FOR HEALING

Policies and Procedures

# Name of Policy: Checks

Date: 04/06/2011

Revised: 07/06/2022

**Policy:**

Supporting documentation is required before a check is written out of a Partner’s for Healing account.

**Procedure:**

Before a check is written, a supporting document must be presented. Checks will be written only if supported by a bill, invoice, or signed check request initiated by the executive director or the clinic administrator. The request must be filled out and signed by the executive director, clinic administrator or board member authorized to sign checks. Check requests can be found in the appendix.

The check request will be forwarded to the financial coordinator who will execute the check. The request will be attached to the check stub and filed in the appropriate vendor folder.