

SOUTH PLACER MUNICIPAL UTILITY DISTRICT POLICIES

Policy Name:	3140 – CHECK PROCESSING		
Approval Authority:	SPMUD BOARD OF DIRECTORS	Adopted:	09/03/15
Resolution No.	15-23, 21-06	Revised:	02/04/21

**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 a minimum of two Department Managers. 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 1. Payment of Invoices**

All invoices shall be approved with the signature of a Department Manager. Upon receipt of the approved vendor’s invoice, the Accounting Technician will prepare vendor checks for payment of invoices. Two Department Managers shall review and approve all accounts payable packets. The General Manager, or their designee, shall approve all wire transfers, regardless of authority level established in this Policy.

**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. The General Manager shall be one of the two signatories on checks exceeding \$5,000 to a single vendor and all credit card payments regardless of check amount.

Check signatories are as follows:

- All Board Directors
- General Manager
- Superintendent
- District Engineer
- 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. Retiree health payments will be processed on a monthly basis, the last week of the month.