

## **11.14 Disbursements of Checks/Electronic Payments**

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. that the Financial Department will issue all checks.

### Procedure:

Checks shall be issued from the Financial Department only. All checks will require two (2) signatures. The Director of Finance, the CEO/President, and/or the Treasurer of the Board of Trustees may sign all checks. Electronic payments are completed under dual control.

Licking/Knox Goodwill Industries employs the services of a payroll service company for preparation of payroll electronic transfers, payroll cards and vouchers.