

## **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 following staff, in the following order, is authorized to sign checks: 1) CEO/President, 2) The Director of Finance, 3) Director of Human Resources, and 4) designated Board of Trustees members. 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.