Hello all,

Effective immediately, we are instituting a new check request policy. We will be issuing checks once a week on Thursdays. The following are the guidelines for requesting payments by check to both staff and outside vendors.

* **Check requests with supporting documentation and approvals are due to the Business Office by noon on Tuesday for payment on Thursday by 5 pm**.
* The Check Request forms are in the box on the wall outside the business office. The check request form is also attached to this email and saved on the BTS common drive at S:\Accounting\Forms and Guidelines
* Approver must be someone other than the recipient and requestor.
* Managers are authorized to approve up to $1,000
* COO is authorized to approve up to $3,000
* CEO and President are authorized to approve up to $10,000

Thank you for your cooperation and please contact Julie, Gela, or Mory if you have any questions.