

Policy Manual(Revised 2/16/09)(DRAFT)



Title: Issuance of Checks and Statements of Account Payment Processing	Number: 6Hx2-6.29
Legal Authority: Fla. Statutes 240.364; 240.319 (2) 1001.64 (4(A,B)), (12); 1010.11 Fla. St. Bd. of Ed. Admin. Rules 6A-14.073; 6A-14.0752-6A-14.075(3)	Page: 1 of 2

GENERAL STATEMENT

Pursuant to Florida Statutes, the Board of Trustees shall adopt rules and policies as recommended by the College President to effectively administer the processing of approved payments such as, but not limited to, construction, payroll, accounts payable and any transfers to the Broward College Foundation, as outlined in the College's Policy and Procedure 6.10 (The Procurement of Goods and Services Used by the College). This policy shall cover all checks and EFT's issued by or on behalf of the College. All checks issued by or on behalf of the College shall require the President and the Chief Financial Officer's signature. All payments, including EFT's, are approved before disbursement using an electronic approval system. The President is authorized to issue the procedures necessary for assuring that the issuance of checks complies with normally accepted sound business management practices. All checks for the payment of monies for Broward Community College are to be signed by the President and by the Comptroller. The signatures of the President and of the Comptroller may be either manual, stamped, or facsimile.

Suggested documentation necessary to support the issuance of a check includes the following, as appropriate:

- ~~Purchase Order with attachments~~
- ~~Personnel Recommendation (PER-1)~~
- ~~Receiving Report or Time/Attendance Certification~~
- ~~Invoice~~
- ~~Contract (PSG-9)~~
- ~~Request for check (Form ACC-1) with appropriate support.~~

At each regular meeting of the Board of Trustees, the President shall present a list summary of checks issued since the last regular meeting.

~~Statements of Accounts.~~ In order to carry out state directives and facilitate a full analysis of College financial records, statements of account, which are called vouchers, shall be filed for easy reference by College personnel and the Auditor General. Financial records shall remain

~~open, if necessary, for two weeks after each June 30 to complete the recording of expenditures from the previous fiscal year.~~

THE POLICY and THE STUDENT
Refer to College Policies 6.10 and 7.02

THE POLICY and THE FACULTY AND STAFF
Refer to College Policies 6.10 and 7.02

IMPLEMENTATION and OVERSIGHT

The Chief Financial Officer has responsibility for the implementation and oversight of this policy, including

AGENDA ITEM VII-H
FEB 1 2009
ENCLOSURE 25

History: Revised as Policy 6.58 on December 16, 1986; revised on March 19, 1991; revised on October 6, 1993; revised, retitled, and re-numbered on June 18, 1997.

Approved by the Board of Trustees Date: 00/00/00	President's Signature Date: 00/00/00
--	--

Policy Manual(Revised 2/16/09)(DRAFT)



Title: Issuance of Checks and Statements of Account Payment Processing	Number: 6Hx2-6.29
Legal Authority: Fla. Statutes 240.364; 240.319 (2) 1001.64 (4(A,B)), (12); 1010.11 Fla. St. Bd. of Ed. Admin. Rules 6A-14.073; 6A-14.0752-6A-14.075(3)	Page: 2 of 2

the investigation of any alleged policy violations.

VIOLATION OF POLICY

All individuals in violation of these established policies and procedures may be subject to disciplinary action, up to and including termination.

DEFINITIONS

Check: A negotiable instrument drawn against deposited funds to pay a specified amount of money to a specific person or entity upon demand.

EFT:- Electronic Funds Transer-any transfer of funds that is initiated by electronic means.

AGENDA ITEM VII-H
FEB 1 2009
ENCLOSURE 25

History: Revised as Policy 6.58 on December 16, 1986; revised on March 19, 1991; revised on October 6, 1993; revised, retitled, and re-numbered on June 18, 1997.

Approved by the Board of Trustees	Date 00/00/00	President's Signature	Date 00/00/00
--	-------------------------	------------------------------	-------------------------