

CASH DISBURSEMENTS

1. Checks are to be signed by at least one of the following: President, Treasurer, CEO or Board Member approved by the membership of the Indiana Association of Area Agencies on Aging, Inc.
 - a. Checks for amounts of \$2,500.00 or more must have two (2) signatures.
2. All disbursements are to be properly supported by sufficient documentation (invoices, statements).
3. When a check is issued, supporting documentation must be attached to the check stub, which includes the date of payment, and check number. The supporting documentation will include the account name and authorization.
4. Blank checks will never be signed.
5. Non-issued checks are to be kept in a secure area.