

## **Cheque Payments Procedures**

1. When the invoice is received the Accounts Administrator will check it to the purchase order and delivery docket as to quantity and the condition of goods delivered and evidence that the service has been supplied to a satisfactory standard. The pricing and the calculations on the invoice should be checked in full. Check that the supplier has quoted the order number on the delivery documentation and the invoice.
2. Where discrepancies arise between the order/ delivery and the invoice these should be brought to the attention the person who ordered the goods and the Principal. The supplier should be notified in writing.
3. Cheques should be written in order with one cheque book in use at any one time.
4. When cheques are presented for signature they should be accompanied by supporting invoices or other documentation.
5. The invoices /other documentation should be initialed by the cheque signatories as evidence of approval.
6. There must be two cheque signatories on each cheque. One must be the Principal.
7. The cheque number should be written on the invoice/other documentation and the invoices and other documentation should be filed in cheque number sequence.
8. All signed cheques should be dispatched promptly.
9. Under no circumstances should a blank cheque be signed by a signatory.
10. No post-dated cheques, unsigned cheques or partly completed cheques should be used or stored.