

**ADDENDUM F-1**

**PROCEDURE FOR CHECK WRITING AND CONTROL**

All requests for reimbursement or payment must be accompanied by proper and complete documentation. This is to include the proper "Request for Reimbursement" form, Addendum F-2 or the "KWVA Travel Expense Report" form, Addendum F-4. In the case of repeated expenditures such as monthly phone bills, the actual billing statement shall be sufficient documentation.

Each form shall be approved (by signature) before a check shall be issued. Each check shall be signed as outlined on the Forms used.

1. In the case of the President, his request shall be approved by the Treasurer and the Assistant Treasurer. The check shall also be signed by the Treasurer and Assistant Treasurer.
2. In the case of the Treasurer, his request shall be approved by the President and the Assistant Treasurer. The check shall also be signed by the President and the Assistant Treasurer.
3. In all other cases, the request shall be approved by the President and the Treasurer or Assistant Treasurer. The check shall also be signed by the President and Treasurer or Assistant Treasurer. This includes repeat expenditures such as monthly phone bills.
4. In the case of absence or unavailability of the President due to travel, illness or the like, a request shall be referred to the 1<sup>st</sup> Vice-President for his approval. Because of time and distance the 1<sup>st</sup> Vice-President's approval shall be obtained by E-mail which is printed and made part of the documentation and will also state the amount of the check and its number. The check shall then be stamped using a First Vice Presidents signature Stamp and also signed by the Treasurer or Assistant Treasurer.
5. All checks must be made payable to a valid payee. No checks are to be written to "Cash".
6. The investment account is utilized to create higher returns on KWVA funds. The Treasurer, in order to meet financial obligations of the KWVA may withdraw funds from this account to the extent needed to meet these obligations when funds in the bank checking and savings accounts are not sufficient. These withdrawals are to be deposited in the checking account and the transactions are to be documented by written withdrawal notices from the investment broker and written deposits slips from the bank.