

## CHECKS

Checks can only be issued by the SFA after receipt of all properly completed forms and supporting documentation to include the Check Requisition Form, Purchase Order and all invoices or receipts. The SFA should review the documentation to:

1. Ensure that items have been received and the purchase price matches the check amount.
2. Determine whether sales tax should be applied to the purchase. Sales tax only applies to items purchased for resale.
3. Ensure that the invoice from the vendor includes date of purchase, unit price, details of purchase and total amount due.
4. Verify mathematical accuracy of the invoice.

### Vendor Verification

Prior to generating the check, the SFA must ensure that the vendor is an approved LCS vendor and included in the District's vendor database. If the vendor is not a current LCS vendor, the SFA must obtain a completed vendor application and W-9 from the vendor. These forms must be forwarded to the District finance department for processing. Checks cannot be processed until the vendor has been added to the District's vendor database.

### Generating Checks

After all reviews have been completed, the check should be generated and printed using the SBAA modules in the Skyward Accounting Software. Two signatures are required to be affixed to all checks drawn from internal accounts. The authorized signers must review all supporting documentation prior to signing the checks. Checks cannot be signed using a signature stamp. Under no circumstances shall checks be pre-signed.

Finally, the SFA should cancel each invoice after it has been paid by marking "PAID" on the face of the original invoice and noting the check number used for payment.

### Recordkeeping

All supporting documentation for each disbursement including the check stub, purchase order, and invoices should be attached the check requisition. The documentation should be maintained in sequential check number order and stored with the school's internal accounts records.