CAN WE WRITE THIS CHECK?

START

Is the expense in the APPROVED budget?

Has the expense been authorized by the association?

NO

Has the expense been authorized by the board?

NO

EXPENSES MUST BE AUTHORIZED BY THE BOARD OR ASSOCIATION BEFORE A CHECK CAN BE WRITTEN.

NO

A COMPLETED PAYMENT AUTHORIZATION FORM WITH RECEIPTS ATTACHED IS REQUIRED.

NO

PAYMENT AUTHORIZATION FORMS MUST BE SIGNED BY THE PRESIDENT AND SECRETARY.

NO

WRITE THE CHECK

YES

Has a completed Payment Authorization Form (with receipts attached) been submitted?

Has the Payment Authorization Form been signed by the President AND Secretary?

YES

*Expenses authorized by the board but not approved by the association must be voted on by the association at the next meeting. Refer to your bylaws for the maximum amount your board may approve in between association meetings.