All unused checks and warrants shall be stored in the vault located in Fiscal Control and shall be numerically controlled. Access to unused checks shall be limited to: Director of Fiscal Control or successor position, the Associate Director of Fiscal Control, and the Supervisor of Fiscal Control. All references to position titles shall apply to successor positions.

Checks, which are printed by computer, shall be delivered to computer services by the Director or Associate Director of Fiscal Control. A numerical log shall be maintained in Fiscal Control for all issued and voided checks.

When the need arises, manually generated checks may be prepared and later entered into the College's accounting system. Every manually generated check shall be reviewed by the Director of Fiscal Control and any required adjustments shall be processed by the Supervisor II of Fiscal Control.

A signature control log of every check and warrant shall be maintained. All checks and warrants shall be numerically accounted for before signature is authorized. After the checks are signed, the number of signatures processed by the check-signing machine shall be compared to the number of checks. Discrepancies shall be resolved before disbursement is authorized.

The facsimile signature plates for the check-signing machine shall be maintained by the Associate Director of Fiscal Control and the control keys shall be maintained by the Director of Fiscal Control.