

Leamington Mennonite Home

**POLICY AND PROCEDURE**

<b>CATEGORY:</b> Administration	<b>SUBJECT:</b> Cheque Signing	<b>SECTION:</b> C
<b>DATE:</b> September 2004	<b>Administrator's Signature:</b> 	<b>POLICY:</b> 2

**CHEQUE SIGNING**

**POLICY:**

All cheques issued by the Leamington Mennonite Home will be processed with the signature stamp. The LMH Board of Directors reviews all cheques issued by the Home at the monthly Board Meeting.

**PROCEDURE:**

All cheques are processed and stamped in the office. When the signature stamp is not in use it will be kept in the vault.