CAN WE WRITE THIS CHECK?

START

Is the expense in the APPROVED budget?

YES →

Has the expense been authorized by the association?

↓ **NO**

↓ **NO**

↓ **YES**

Has the expense been authorized by the board?

YES* →

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

↓ **NO**

↓ **NO**

↓ **YES**

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

A COMPLETED PAYMENT AUTHORIZATION FORM WITH RECEIPTS ATTACHED IS REQUIRED.

Has the Payment AuthorizationForm been signed by the President AND Secretary?

↓ **NO**

↓ **YES**

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

WRITE THE CHECK

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