

ACCOUNTS PAYABLE

SEGREGATED DUTIES LOG

Date of Checks _____

PROCESSING: See Back

DATE & TIME

INITIALS

Funds	Invoice Entry	Date to Pull By
101	Amy	
112	Andrea	
115	Becky	
116	Cindy M	
120	Kelsea	
122	Michelle	
131	Heather	
151	Jenny	
178	Lila	
	Lauren	
141	Tina	
142		
143		

CHECKS PRINTED & SUPPORTING DOCUMENTATION ATTACHED

CHECK NUMBERS CHECKED AGAINST CHECK REGISTER
(Checked by person not running checks)

CHECKS SIGNED BY APPROPRIATE DESIGNEES

DEPOSIT EMAILED TO TRUSTEE FOR CHECKS PRINTED
(VOIDED CHECKS, PRINTER ERRORS, CORRECTIONS &
CHECK NUMBERS INCLUDED ON DEPOSIT)

NOTES READ, REMITTANCE ADDRESSES CHECKED, STUBS PULLED
COPIES MADE IF NECESSARY TO SEND W/CHECKS, SIGNATURES CHECKED
ENVELOPES CHECKED FOR POSTAGE & ADDRESSES ARE LEGIBLE
MAILED

ACCOUNTS PAYABLE BANK ACCOUNT RECONCILED BY:
