

Cascade Mountain Property Owners Association
Check Writing Policy

Payments for any expenses submitted during any given week, will be paid the following week on Friday.

CMPOA office approval and payment procedure:

Monday: All invoices and expense reports received during the previous week are reviewed for payment. Those with the appropriate documentation and approval will be included in the current weeks bill paying process. To expedite the approval process, the expense report should have all necessary receipts attached. Use the description area to clarify where the item was used or to what budget it should be charged, if necessary.

Wednesday: Checks are prepared for distribution on Friday.

Friday: Checks are ready for distribution at 11:00 a.m. in the CMPOA office. Vendor checks will be mailed and expense reimbursements will be held in the office for pickup unless expense reports are noted to be mailed and a mailing address is supplied. Thanks for your cooperation.

Acknowledgement of Policy

Date: _____