CHECK SIGNING MACHINES **8081**
(Revised 3/82)

Departments may purchase check signing machines if desired when the average volume of checks written exceeds 500 per month.

The person who prepares checks will maintain a daily log of checks written showing:

Date	Beginning Check Number	Ending Check Number	Checks Used	Voided Check Number	Forwarded for Signature
10/1	101	203	103	105, 199	101
10/2	204	255	52	226	51

The person assigned to compare signed checks to authorizations and supporting documents* will maintain a daily log showing:

Date	Number of Checks Reviewed Machine Signed	Proper Ending Meter Reading	Number of Checks Hand Signed	Voided Check Number	Checks Used
10/1		10,000 (**)			
10/1	98	10,098	3	105, 199	103
10/2	49	10,147	2	226	52

(*) See SAM Section 8080 for separation of duties and which position is to be assigned this duty.

(**) This entry is needed only at start of this procedure.

The person assigned to compare signed checks to authorizations and supporting documents will compare daily or have his secretary compare daily the meter reading on the machine with what it should be according to his log of checks reviewed and signed by machine. (Authorizations and supporting documents may not be available for comparison under automated accounting systems.) At least once each week he will personally make the comparison with the meter reading. All voided checks will be retained by the person who reviews checks until completion of the following reconciliation. At the end of each month full accountability will be made of all checks used by comparing the daily log maintained by the person who reviews authorizations, checks, and supporting documents with the daily log maintained by the individual who prepares checks or the person who controls blank check stock. After this accountability all voided checks, to that date, will be filed in the check file.

Where two keys are required for the operation of the check signing machine, one will be controlled by the operator and the other by the person whose signature is used. For machines requiring only one key, the person whose signature is used will control the key.

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CHECK SIGNING MACHINES **8081 (Cont. 1)**
(Revised 7/79)

In the event that the person whose signature is used is traveling or otherwise not available, the key normally controlled by this person may be assigned to a responsible person other than the operator of the check signing machine.

The operator will lock the machine and remove the key or keys whenever the machine is not in use. If the check signing machine is operated with two keys, the operator will promptly return the second key to the person responsible for controlling its use when the machine is not being used.