



PROCEDURE

Title: **Procedure for Invoice Approval / Check Signing**

Original Adoption: 17 July 2013

Approved by DMI BOD: 17 July 2013

Revised/Reviewed: ---

The following procedure for invoice approval and check signing for DMI will be followed:

1. Electronic (preferred) invoices are submitted to the DMI President for approval.
2. Following approval by the DMI President the invoice will be sent electronically to the DMI Treasurer for approval.
3. All approved invoices will reflect the dual signatures of the DMI President and DMI Treasurer.
4. Following dual signature approval, all invoices will be forwarded to the DMI Business Office for check preparation.
5. Only one authorized signature (DMI President or Treasurer) is required for each check, regardless of amount.
6. A copy of the dual signature approved invoice and check detail are retained at the DMI office.