

MCINTOSH TRAIL  
COMMUNITY SERVICE BOARD

POLICY NO. 1416  
PAGE 1 OF 1

SUBJECT: CASHING CHECKS FOR EMPLOYEES/CONSUMERS

EFFECTIVE  
DATE: 04-05-11 (replaces 04-04-08)

APPROVED BY:

Reviewed (no changes): \_\_\_\_\_  
\_\_\_\_\_

Executive Director

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POLICY

It is the policy of McIntosh Trail CSB that **NO** checks or money orders are cashed for employees or consumers from agency funds, which include petty cash and deposits or any donation accounts. (This includes paychecks, travel checks and other reimbursement checks issued by McIntosh Trail CSB.)