

**POLICY NAME** TIME SHEETS/IN-HOUSE DOCUMENT HANDLING

**POLICY NUMBER** 1.2.6

**CATEGORIES** 8

**DATE PROPOSED:** 10/18/2017

**DATE OF VOTE:** 10/18/2017

**ACCEPT (Y/N):** Y

All accounting documents generated in house, such as time sheets and other documents that support disbursements, shall be reviewed by the Senior Facility Manager (SFM). Upon approval of such document, the SFM shall sign each document and submit if necessary, as in the case of payroll. Documents governed by this policy include, but are not limited to, time sheets, check requests and petty cash receipts. These documents shall be kept and given to the auditor yearly.

**COMMENTS:** Supersedes Policy #31. Added identification of specific documents.