Can We Write This Check?

Start

- Is the expense in the APPROVED budget?
  - Yes
    - Has the expense been authorized by the association?
      - Yes
        - Has a completed Payment Authorization Form (with receipts attached) been submitted?
          - Yes
            - Has the Payment Authorization Form been signed by the President AND Secretary?
              - Yes
                - Write the check
          - No
            - No
              - No
                - No
                  - Expenses must be authorized by the board or association before a check can be written.
                  - A completed payment authorization form with receipts attached is required.
              - No
            - No
              - Yes

*Expenses authorized by the board but not approved by the association must be voted on by the association at the next meeting. Refer to your bylaws for the maximum amount your board may approve in between association meetings.