Presidents Council Check Policy

- All invoices, check requests, sign-in sheets, etc. must have two signed approvals before the Treasurer will process a check for payment.

- The volunteer work must be completed, for the time period the stipend is requested for, before submitting the stipend-invoice to the Presidents Council.

- Invoice weekly cut-off day is Monday at 4:30 p.m. Residents may submit either paper invoices or electronic invoices.

- Approved checks will then be processed and mailed within 14 days.

- Only the Treasurer and PHA staff may be in the Presidents Council office when checks are being written.

This updated PRESIDENTS COUNCIL CHECK POLICY will begin with the new fiscal year on July 1, 2019.

Approved by the Resident Participation Committee: 5-31-18
Approved by Presidents Council on 6-4-18
Updated by the Presidents Council on 4-22-19