

ACCOUNTS PAYABLE
SEGREGATED DUTIES LOG

Date of Checks _____

PROCESSING: See Back

DATE & TIME **INITIALS**

Funds	Invoice Entry	Date to Pull By
101	Amy	
112	Andrea	
115	Annette	
116	Becky	
120	Cindy M	
122	Cindy L	
131	Gayle	
151	Jenny	
156	Lila	
	Patty	
141		
142		
143		

CHECKS PRINTED & SUPPORTING DOCUMENTATION ATTACHED _____

CHECK NUMBERS CHECKED AGAINST CHECK REGISTER
 (Checked by person not running checks) _____

CHECKS SIGNED BY APPROPRIATE DESIGNEES

DEPOSIT EMAILED TO TRUSTEE FOR CHECKS PRINTED
 (VOIDED CHECKS, PRINTER ERRORS, CORRECTIONS &
 CHECK NUMBERS INCLUDED ON DEPOSIT) _____

NOTES READ, REMITTANCE ADDRESSES CHECKED, STUBS PULLED
 COPIES MADE IF NECESSARY TO SEND W/CHECKS, SIGNATURES CHECKED
 ENVELOPES CHECKED FOR POSTAGE & ADDRESSES ARE LEGIBLE
 MAILED _____

ACCOUNTS PAYABLE BANK ACCOUNT RECONCILED BY: _____