Financial Services Procedure

SUBJECT: UBO Refund Check Stock Request **NO: UBO P1.27**

APPROVED: Constance P. Sanchez **EFFECTIVE: August 10, 2015**
Constance P. Sanchez
Director of Financial Services

UBO Management Aide or Resolution Supervisor will sign out for all pre-numbered checks from the City Treasurer. (The UBO Check Sign Out Sheet is below.) The UBO pre-numbered checks are kept in the City Treasurer's office in a locked file cabinet.

UBO Check Sign Out Sheet

Date	Check #		Name	Signature
	From	To		