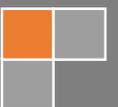


2014

# Printed Check Process

## Monroe County, WI

The Treasurer's Office is responsible for printing and sealing all disbursement checks. The County Clerk's Office is responsible for sorting and mailing disbursement checks & attachments.



## Procedure for Printing, Sealing & Disbursing Checks:

- 1) Once they have received Detail Invoice Notice from the Finance Department to proceed, the Treasurer's Office staff will print the designated checks from the Tyler system.
- 2) **Immediately** following the printing process, the Treasurer's Office staff will insert the disbursement checks into the pressure sealer for processing.
  - *The Tyler Systems Signature Key will be secured by the Treasurer's Office at all times. When in use a Treasurer's Office Staff person will remain within visual distance of the key to secure it from loss or theft.*
  - *The Tyler Systems Signature Key will be stored securely in a safe when not in use.*
  - *A Spare Tyler Systems Signature Key shall be retained in a secure safe by the Monroe County Finance Director.*
- 3) Sealed checks and Disbursement Overflow Statements will be **immediately** delivered to the County Clerk's Office for sorting and mailing/distribution.
- 4) The County Clerk's Office will separate any disbursement checks that have no mailing address and distribute them accordingly.
  - *These are most likely staff reimbursement checks that will be distributed via interdepartmental mail vs. USPS mail service. (Beginning January 2015 these will be processed through payroll, so this should be a temporary occurrence)*
  - *Any other disbursement checks missing addresses will be returned to AP Clerk in the County Administrator's office to resolve the discrepancy.*
- 5) The County Clerk's Office will match the Disbursement Overflow Statements to the appropriate corresponding disbursement check, insert them into a separate addressed and postage paid envelope and deliver them to the Post Office for delivery.
  - *No other inserts are to be processed along with the disbursement checks. It is the responsibility of each County Department to remit any associated documentation to the vendor themselves; preferably via email when at all possible.*
- 6) The County Clerk's Office will prepare the remaining disbursement checks for bulk mailing and deliver them to the Post Office for USPS processing in the manner required by the USPS.