

## **Payment in Absence of Treasurer & Asst. Treasurer**

1. The treasurers will notify each other, the office staff, the clergy and the wardens when they are not going to be available.
2. Blank checks will be kept at the church for use during this situation.
3. Payments by check may be made by the Sr. Warden, Jr. Warden or the Rector.
- 4. A copy of the check for the transaction with the required documentation will be placed in the Treasurer's folder.**

Reviewed 3-8-16    Vestry Approved 4/17/16