***Cheque Signatories Policy***

* *Each cheque must be signed by two signatories.*
* *Details of the cheque must be written on the cheque stub (including invoice numbers etc) and the record book.*
* *No blank cheques are to be signed by any signatories.*
* *Cheque details to be written on invoices for cross-reference.*

*This policy was reviewed by Westgate Pre-School Ltd October 2018*

*Signed ………………………………………………………………………………………..*

*………………………………………………………………………………………..*

*Review Date October 2019………………………………………………………………*