

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	307
		Original Date	04/14/1984
	Department: Business Office	Revised Date	01/09/2014
	Signatures on Accounts Payable Vouches		

POLICY:

Accounts payable vouchers (Attachment #1) will be completed and authorized for payment of resident's expenditures.

PROCEDURE:

1. All vouchers prepared for payment of goods or services received by a resident must contain two signatures authorizing the payment.
2. The voucher may have the resident's signature and a Montana Mental Health Nursing Care Center employee signature.
3. The voucher may contain two Montana Mental Health Nursing Care Center employee signatures and not the resident's signature only if the resident is unable to sign the voucher and has authorized payment.
4. If a resident does sign the voucher and his signature is illegible, the voucher must also contain one Montana Mental Health Nursing Care Center employee signature.