PREPARING FILE FOR APPLYING SIGNATURES TO CHECKS

January 15, 2014

A blank paper is placed over a copy of the check stock to indicate where the signatures should be placed. The blank paper is then signed by the persons whose signature is required for the checks.

The page with the duo signatures is now scanned and saved as a PDF file; then it is password protected and saved secure. Currently, this file is stored in the *H:\signatures\checks* drive, which is limited to personnel who require access.

In the event of new check stock, it may be necessary to adjust placement of the signatures. Print the current signature file on blank paper and place on the glass of the copier just above or below the actual size of the paper to compensate for the new placement. A copy is printed and viewed over the new check stock for suitability. When placement is correct, that paper is scanned and saved as a PDF file, password protected and stored in the signature directory.