

Crosspointe Accounts Payable Procedures

1. Bill is scanned into our Bill.com application
2. Darlene prepares bill for approval
3. Each bill is emailed for approval according to payment amount:
 - \$1-\$5000 - Darlene Reynolds and Mark McKinney approve
 - \$5000-\$25000 -Darlene Reynolds, Mark McKinney and Brian Moore approve
 - \$25000+ Darlene Reynolds, Mark McKinney, Brian Moore and Dave Del Sesto approve

Checks will occasionally need to be printed and signed to avoid the time constraints of Bill.com. Under these circumstances, we will utilize our approved signers, ie. Lynn Nehring, Don Wallace, or Fred Hovenier as well as other signers listed on the Crosspointe bank account.