# AnyCompany Benefit Checks Standard Operating procedure

1. PURPOSE

This Standard Operating Procedure (SOP) establishes guidelines for processing and approving checks based on their monetary value.

2. SCOPE

This procedure applies to all check processing activities within the organization.

3. RESPONSIBILITIES

3.1. Check Processing Staff

3.2. Approving Authorities

3.3. System Administrators

4. PROCEDURE

4.1. Check Amount Classification

a. Tier 1: Checks less than $50

b. Tier 2: Checks between $50 and $100

c. Tier 3: Checks between $100 and $10,000

d. Tier 4: Checks greater than $10,000

4.2. Processing Guidelines

4.2.1. For Checks Less Than $50 (Tier 1):

• Auto-approval is permitted

• No additional review required

• Process immediately

4.2.2. For Checks Between $50 and $100 (Tier 2):

• Standard processing

• Basic verification required

• Process according to normal procedures

4.2.3. For Checks Greater Than $100 (Tier 3):

• Mandatory review required

• Approval from authorized personnel needed

• Document review and approval in the system

4.2.4. For Checks Greater Than $10,000 (Tier 4):

• Automatic denial

• Return to sender with explanation

• Document in system as denied transaction

5. DOCUMENTATION

All check processing activities must be documented in the system, including:

• Check amount

• Processing tier

• Approval/denial status

• Reviewer information (if applicable)

• Date and time of processing

6. EXCEPTIONS

Any exceptions to this procedure must be documented and approved by senior management.

7. REVIEW AND AUDIT

This procedure should be reviewed annually and updated as needed.

8. RELATED DOCUMENTS

• Check Processing Form

• Approval Authorization Matrix

• Denial Documentation Form