SIGNATURE AUTHORIZATION POLICY

POLICY NUMBER: 209

DATE ADOPTED: November 16, 1999

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<u>Purpose</u>

In order to maintain proper financial and accounting-related actions, every individual authorized to sign on behalf of a department head must have written authorization on file with the Office of the Auditor/Controller.

I. PROCEDURE

- A. A signature authorization form signed by the Department Head designating those employees authorized to sign on behalf of the department head must be filed with the Auditor-Controller. (See Exhibit A)
- B. If there are changes in signature authorizations due to changes in personnel, the Auditor-Controller must be notified by a letter signed by the department head or his/her designated deputy. In lieu of a signed letter, a new signature authorization form must be submitted.

OFFICE OF THE AUDITOR-CONTROLLER

SIGNATURE AUTHORIZATIONS

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| AUTHORIZED SIGNATURES | TIME SHEETS | PERSONNEL ACTION FORMS | PICK UP PAYROLL WARRANTS | GENERAL AND MILEAGE CLAIMS | ENCUMBRANCE CERTIFICATES | MONTHLY CASH STATEMENTS | TRANSFERS | PICK UP GENERAL WARRANTS | |
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AUTHORIZED SIGNATURE ONLY IN ABSENCE OF DEPT. HEAD