

Effective Date:
Revised Date:
Review Date:

North Sound Mental Health Administration

Section 3000 – Fiscal: Signature Authority

Authorizing Source:
Cancels:
See Also:
Responsible Staff: Fiscal Officer

Approved by: Board of Directors
Motion #: 98-072

Date: 11/19/98

POLICY #3032.00

SUBJECT: SIGNATURE AUTHORITY

POLICY

The Board of Directors shall designate signature authority for all financial and contractual actions of the agency.

PROCEDURE

The following signature authority shall be authorized for the following transactions:

1. **Timesheets:** Executive Director or the Office Manager in the absence of the Executive Director, or a designated member of the Board, with the Exception of the Executive Director's Timesheet, which shall be signed by one of the officers of the Board of Directors.
2. **Travel and other Reimbursement Requests:** Executive Director or the Office Manager in the absence of the Executive Director, or a designated member of the Board, with the Exception of the Executive Director's reimbursement request, which shall be signed by one of the officers of the Board of Directors.
3. **Contracts:** Executive Director can sign all contracts if authorized by the Board of Directors and the approval noted in the Board meeting minutes.
4. **Cash Disbursements:** Board of Directors shall authorize a voucher signer to sign all vouchers for creation of warrants at Skagit County. The voucher signer shall be the Executive Director or the Officer Manager in the absence of the Executive Director, or a designated member of the Board. All payments will be reviewed by the Audit Committee and a motion to approve the payments by the Board of Directors and noted in the Board meeting minutes. Payments, which are exceptions to these policies, will always be reviewed by the Board of Directors before disbursement.
5. **Petty Cash:** Executive Director or the Office Manager in the absence of the Executive Director, or a designated member of the Board, will have the ability to sign petty cash checks.

The Board of Directors shall authorize an auditing officer to certify all warrants.

The North Sound Regional Support Network Board of Directors authorizes the following:

1. The Executive Director can sign all contract amendments that have no fiscal impact to the contract, and
2. The Executive Director can sign all contract amendments with fiscal impact if authorized by the Board of Directors and noted in the Board meeting minutes. The motion number shall be attached to all amendments.

ATTACHMENTS

None