

Effective Date: 11/19/1998, Motion 98-072
Revised Date: 6/19/2018
Review Date: 6/19/2018

North Sound Behavioral Health Organization

Section 3000 – Fiscal: Signature Authority

Authorizing Source:

Cancels:

See Also:

Responsible Staff: Fiscal Officer

Executive Director's Signature:

Approved by: Board of Directors

Motion #: 98-072

Date: 11/19/98

Date: 6/21/2018

POLICY #3032.00

SUBJECT: SIGNATURE AUTHORITY

POLICY

The County Authorities Executive Committee (CAEC) 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 authorized signers in the absence of the Executive Director, or a designated member of the CAEC, except for the Executive Director's Timesheet, which shall be signed by one (1) of the officers of the CAEC.
2. **Travel and other Reimbursement Requests:** Executive Director or the authorized signers in the absence of the Executive Director, or a designated member of the CAEC, except for the Executive Director's reimbursement request, which shall be signed by one (1) of the officers of the CAEC.
3. **Contracts:** Executive Director can sign all contracts if authorized by the CAEC and the approval noted in the CAEC meeting minutes.
4. **Cash Disbursements:** CAEC 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 authorized signers in the absence of the Executive Director, or a designated member of the CAEC. All payments will be reviewed by the Audit Committee and a motion to approve the payments by the CAEC and noted in the CAEC meeting minutes. Payments, which are exceptions to these policies, will always be reviewed by the CAEC before disbursement.
5. **Petty Cash:** Executive Director or the authorized signers in the absence of the Executive Director, or a designated member of the CAEC, will have the ability to sign petty cash checks.

The CAEC shall authorize an auditing officer to certify all warrants.

The North Sound Behavioral Health Administration (North Sound BHO) CAEC 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 CAEC and noted in the CAEC meeting minutes. The motion number shall be attached to all amendments.

ATTACHMENTS

None