

Effective Date: 7/1/2019

Review Date: 9/4/2019

Revised Date:

## North Sound Behavioral Health Administrative Services Organization, LLC

Section 3000 - Fiscal: Signature Authority

Authorizing Source:

Approved by: Executive Director Date: 9/4/2019

Signature:

### POLICY #3032.00

### SUBJECT: SIGNATURE AUTHORITY

#### POLICY

North Sound Behavioral Health Administrative Services Organization (North Sound BH-ASO) Board of Directors (BOD) 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 BOD, except for the Executive Director's Timesheet, which shall be signed by one (1) of the officers of the BOD.
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 BOD, except for the Executive Director's reimbursement request, which shall be signed by one (1) of the officers of the BOD.
3. **Contracts:** Executive Director can sign all contracts if authorized by the BOD and the approval noted in the BOD meeting minutes.
4. **Cash Disbursements:** BOD 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 BOD. All payments will be reviewed by the Audit Committee and a motion to approve the payments by the BOD and noted in the BOD meeting minutes. Payments, which are exceptions to these policies, will always be reviewed by the BOD before disbursement.
5. **Petty Cash:** Executive Director or the authorized signers in the absence of the Executive Director, or a designated member of the BOD, will have the ability to sign petty cash checks.

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

North Sound BH-ASO BOD 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