

Effective Date: 7/1/2019
Review Date: 10/18/2022
Revised Date: 10/7/2020

North Sound Behavioral Health Administrative Services Organization, LLC
Section 3000 - Fiscal: Signature Authority

Authorizing Source:

Approved by: Executive Director Date: 10/18/2022 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 as authorized by the BOD and the approval/ratification is noted in the BOD meeting minutes. Contracts \$10,000 or less do not need BOD approval and can be signed by the Executive Director.
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 (Governance and Operations 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.

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 as authorized by the BOD and noted in the BOD meeting minutes. The motion number shall be attached to all amendments.

ATTACHMENTS

None