

Check Signing Policy  
(Adopted April 11, 2012)  
(Revised October 12, 2016)  
(Revised July 12, 2017)

The following individuals are authorized to sign checks on behalf of LAFCO:

- Commission Officers:
  - Chair;
  - First Vice-Chair; and
  - Second Vice Chair;
  
- LAFCO Staff:
  - Executive Officer; and
  - Deputy Executive Officer

Signing of checks shall be authorized as follows:

- For checks of \$5,000.00 or more, two signatures shall be required, at least one of which shall be an officer of the Commission;
  
- For two or more checks to a single payee totaling in excess of \$5,000.00, in one calendar month, two signatures shall be required, at least one of which shall be an officer of the Commission;
  
- For checks in excess of \$1,500.00, but less than \$5,000.00, two signatures shall be required;
  
- For checks of \$1,500.00 or less, one signature shall be required;
  
- All checks signed in any given month shall be reported on the next available LAFCO agenda under the “Operating Account and Check Register” item; and
  
- Individuals shall not be a signatory for a check to which he or she is the payee (i.e., reimbursement checks for expenses incurred).