

Check Signing Policy

(Adopted April 11, 2012)

(Revised October 12, 2016)

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; and
 - Administrative Clerk.

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).

The Administrative Clerk authority shall expire on July 12, 2017, unless modified by the Commission.