

Payments Policy<sup>1</sup>  
(Adopted April 11, 2012)  
(Revised October 12, 2016)  
(Revised July 12, 2017)  
(Revised June 14, 2023)

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:

- Payments for medical/dental insurance for employees, consistent with the adopted budget, and as administered by Los Angeles County; payment for medical/dental insurance for retirees, consistent with the adopted budget, and as and as administered by the Los Angeles County Employee Retirement Association (LACERA); and payment for office rent, consistent with the lease extension between LAFCO and TRPF of June 9, 2021; and for any amount; shall require two signatures;
  
- For all other payments:
  - For payments 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 payments 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 payments in excess of \$1,500.00, but less than \$5,000.00, two signatures shall be required;
  
  - For payments 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).

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<sup>1</sup> In its original form in 2012, the Payments Policy was known as the Check Signing Policy. The policy name was changed as a component of the revisions adopted on June 14, 2023.