

RESOLUTION

LANE TRANSIT DISTRICT

WHEREAS, ORS 294.120(1) requires that the governing body of a public agency authorize any person who is to sign a check on behalf of that agency; and

WHEREAS, Lane Transit District (LTD) has decided to no longer contract out the printing of payroll checks but to provide that service with LTD staff; and

WHEREAS, with staff printing the payroll checks, the LTD Board of Directors must provide for authorization to sign the checks; and

WHEREAS, the procedures approved by resolution of the Board of Directors on January 19, 1994, have been revised due to the purchase of a different model of check-signing equipment than originally anticipated;

NOW, THEREFORE BE IT RESOLVED, that the LTD Board of Directors authorizes the LTD General Manager to use a facsimile signature to sign all LTD payroll checks, and directs the General Manager to follow the written set of procedures as revised, and as reviewed by the auditing firm of Jones & Roth, for security and use of this facsimile signature.

6-15-94
Date

Patricia R Hocken
Board President

LANE TRANSIT DISTRICT FACSIMILE SIGNATURE POLICY

OBJECTIVE

To set District policy regarding the usage of facsimile signatures for the signing of District payroll checks. The goal of this policy will be to establish internal control procedures that will safeguard the District's assets.

APPLICATION

This policy refers to the signing of District payroll checks using a facsimile signature. All necessary internal control procedures governing facsimile check signing have been included.

POLICY AND PROCEDURE

The signature of the General Manager may be affixed to payroll checks of the District by facsimile signature.

Physical check stock used by the District will be pre-printed with sequential check numbers. A log of check numbers will be kept with the checks. This log will be maintained by the payroll technician and reviewed and signed during the bank statement reconciliation process by separate staff. The check stock will be secured.

A check list, prior to printing, will be reviewed and signed by the Finance Administrator or her/his designee.

The facsimile signature process requires a key to activate the signature process. The key will be kept by the Executive Secretary or her/his designee. When the payroll checks are ready to print, a staff member designated by the Executive Secretary will provide the key for the lock, and will remain with the key until the checks have completed printing. The key will be immediately returned to the assigned location by the staff member in charge of it.

A non-resettable counter will keep track of the numbers of checks processed. The beginning and ending counter numbers will be logged. The voided checks will be returned with the check register and log to the Finance Administrator or her/his designee for review and signature at the completion of the payroll process. This log also will be reviewed and signed during the bank reconciliation process against the payroll check register by the Finance Administrator or her/his designee.

Legal References: ORS 294.120

Adopted June 15, 1994, by the LTD Board of Directors.

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