

**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;

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. The Board also directs the General Manager to establish and follow the written set of procedures as reviewed by the auditing firm of Jones & Roth for security and use of this facsimile signature.

January 19, 1994

Date

*Patricia R Hocken*

Board President

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## **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 two (2) keys to simultaneously activate the signature process. One key will be kept in the operations key lock box. A second key will be kept by the Executive Secretary or her/his designee. When the payroll checks are ready to print, the Finance Division key will be given to the payroll technician by operations staff. A staff member designated by the Executive Secretary will provide the second key for the dual lock, and will remain with the key until the checks have completed printing. Both keys will be immediately returned to their assigned locations by the staff members in charge of them. [If the District uses a physical facsimile plate in a mechanical process, the plate will be under the control of the Executive Secretary, and her/his designee will remain with the plate through the check signing process.]

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 January 19, 1994, 1994, by the LTD Board of Directors.