

Revised Item 4
Policy and Procedures
4.6.2

The revision is highlighted in yellow.

San Mateo County Harbor District

Policies and Procedures	Number: 4.6.2	Date: 02/20/2002	Revision: 6/15/05 <u>5/18/16</u>
Title: Bank Account Signatures	Prepared By: Eileen Wilkerson <u>Glenn Lazof</u>	Approved By: Resolution 20-05 <u>Motion 5/18/16</u>	Page: Page 1 of 1
Revised Resolution 03-02 Purpose: To establish a <u>policy procedure</u> for the safe distribution of funds from Harbor District bank accounts.			

STATEMENT OF POLICY

To ensure that those District funds held in bank accounts are not distributed without proper authorization and signatures.

~~DESCRIPTION OF PROCEDURE~~

The persons in the following positions are authorized to sign, ~~by signature stamp or live,~~ on the District's Bank Accounts.

~~Commissioner and /or President of Board of Harbor Commissioners~~
~~District Treasurer~~
~~General Manager, and/or~~
~~Human Resource Manager, and/or~~
~~Director of Finance~~ Director of Administrative Services

The following conditions apply:

1. Signatures of any two of the above persons shall be required for transfers between bank accounts, ~~and for signing operating account checks.~~
2. Any two persons listed above can sign together, with the exception of the General Manager, ~~Human Resource Manager,~~ and the Director of Administrative Services ~~Finance.~~
3. Payroll checks require only one signature.
4. All checks over ~~\$10,000~~ \$25,000 for operating expense, capital project and capital outlay expenditures require two ~~live~~ signatures, one by a Commissioner and one by either the General Manager, ~~Human Resource Manager,~~ or the Director of Administrative Services ~~Finance.~~

Any checks for recurring operating expense, such as Pacific Gas & Electric Company or the Operating Engineers Trust, whether over or under ~~\$10,000~~ \$25,000 shall be paid pursuant to the existing Bills & Claims approval procedure.

~~5. Checks routinely issued for under \$10,000 require one signature only.~~

~~6. There shall be at least one live signature on all checks.~~