COUNTY OF CHATHAM

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ORGANIZED 1770   707 SQUARE MILES

RESOLVED

ESTABLISHING CHECK, PURCHASE ORDER AND
DISBURSEMENT VOUCHER SIGNING PROCEDURE

WHEREAS, the Board of Commissioners of Chatham County wishes to define the County’s check, purchase order and disbursement voucher signing procedures; and

WHEREAS, N.C. General Statutes 159-25, 159-28.1 establish legal requirements for financial disbursement procedures, establish responsibilities, and outline methods for expediting the check signing procedures.

NOW, THEREFORE BE IT RESOLVED, by the Board of County Commissioners of Chatham County that the following procedures are hereby adopted:

1. One signature will be required on each County of Chatham check or draft on an official depository.

2. In accordance with the N.C. G.S. 159-25 (b), all checks or drafts shall be signed by the Finance Director; the Finance Director’s alternate shall be the Accountant serving as Deputy.

3. In accordance with N.C. G.S. 159-28.1 the use of facsimile signing of checks is hereby authorized for the Finance Director. The signature devices are to be kept under security by the Finance Director and Accountant, respectively, who shall be bonded and along with the sureties of the official bond are liable for any illegal, improper, or unauthorized use of them.

4. In accordance with N.C. G.S. 159-28 (a) preaudit of purchase orders and disbursement vouchers shall be signed by the Finance Director; the Finance Director’s alternate shall be the Accountant serving as Deputy.

Adopted, this 1st day of April, 2002.

ATTEST:
Sandra B. Sublett, Clerk to the Board
Chatham County Board of Commissioners

Gary Phillips, Chairman