

# PROPOSED ADMINISTRATIVE POLICY #24

## Basic contents of proposed policy

Policy will detail who authorized check signers are for the City of Yachats. The policy will not name specific individuals, but instead focus on roles that individuals fill.

## Reason for proposed Administrative Policy

Financial institutions and other organizations are increasingly wanting documentation from city councils detailing who authorized check signers are. Our current administrative policy is vague on this issue. This proposed policy should fill the gap.

## Proposed language

**All City Council members, including the Mayor, who have been sworn in are authorized as check signers for the City of Yachats. The Council and Mayor may designate additional check signers.**

## Use in Practice

### *City Councilors and Mayor*

When a financial or other institution requests documentation supporting who is an authorized check signer for the City, we will provide the following:

- A copy of the proposed administrative policy (#24)

- A copy of the Oath of Office for the individual

### *Additional Authorized Signers*

Typically the City Manager is an authorized signer, and the Council/Mayor may want to establish other signers as needed. This will be established through a signed letter from the Mayor, authorizing the individual as a check signer.

When a financial or other institution requests documentation supporting the authorized check signer for the City, we will provide the following:

- A copy of the proposed administrative policy (#24)

- A copy of the letter authorizing the additional signer