



Established 1771

CHATHAM COUNTY COMMISSIONERS

Diana Hales, Chair
Mike Dasher, Vice Chair
Jim Crawford
Karen Howard
Walter Petty

COUNTY MANAGER

Renee Paschal

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Resolution of the Chatham County Board of Commissioners

ESTABLISHING CHECK, PURCHASE ORDER AND DISBURSEMENT VOUCHER SIGNING PROCEDURES

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

WHEREAS, NC General Statutes 159-25 and 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 Assistant Finance Officer 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 Officer. The signature devices are to be kept under security by the Finance Officer and Assistant Finance Officer, 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 Officer; the Finance Officer’s alternate shall be the Assistant Finance Officer serving as Deputy.

Adopted, this the 16 day of January, 2018.

Diana Hales, Chair
Chatham County Board of Commissioners

ATTEST:

Lindsay K. Ray, NCCCC, Clerk to the Board
Chatham County Board of Commissioners

