700 - SIGNATURE AUTHORIZATION

A. SIGNATURE CARDS

Signature Authorization Cards (Form AUD-16) are required to verify the propriety and authenticity of signatures on certain claims, petty cash slips, travel claims, or wires.

Signature Authorization Cards are used to reflect who is authorized to approve claims electronically in OneSolution.

In order to assure that the Auditor-Controller-Treasurer-Tax Collector's records are current, each department, district or fund custodian must update the signature authorization cards as changes occur.

The department should provide a new signature card when a new approver is added, when an approver is removed, or when there is a change in a Department Head.

The form should be manually signed by the Department Head, scanned and emailed to the Auditor-Controller's office.

B. AUDITOR-CONTROLLER PROCEDURES

1. For claims that bypass electronic approvals, verify the authorizing signature to signature card on file.

2. If the signature is not on file, obtain an updated authorizing signature card prior to preparing and releasing payments.

3. Obtain a new signature card whenever a department head changes.

4. Review signature cards on file periodically to identify possible need for updating.

5. Retain canceled signature cards for five years after replacement for use in audit verification.

http://countyintranet.co.santa-cruz.ca.us/PolAndProc/ProceduresManual/PM1700.pdf