

POLICY # _____

FLORIN COUNTY WATER DISTRICT
ACCOUNTS PAYABLES/CHECK SIGNING

All accounts payable will be presented to the Board of Directors Wednesday prior to the Board of Directors regular Meeting. Attached will be copies of all receipts that are over \$1000.00 in order to verify the validity of the payables.

Checks for accounts payables will be signed by 2 members of the Board Directors after the Board of Directors have approved the payment of the accounts payable. No checks will be signed unless they are approved by the Board of Directors.

NO CHECKS WILL BE SIGNED BY GENERAL MANAGER OR OFFICE MANAGER, or any other person, in order to maintain transparency, avoid conflicts of interest, and maintain verifiable business practices.

The Accounts Payables will be discussed at the Board meeting so that any discrepancies may be discussed.

This Policy is voted on by all Board Members on _____

Board Member	YES	NO	Comment
Tim Baliel			
Gary Schopf			
Judi Johnson			
Leonard Heimericks			
Cindy Russell			

This Policy is approved/disapproved by a quorum of the Board

This Policy is effective on _____