

RESOLUTION NO. 873

**A RESOLUTION AUTHORIZING THE USE OF FACSIMILE SIGNATURES FOR SIGNING CHECKS DRAWN ON CITY OF WILSONVILLE CHECKING ACCOUNTS.**

WHEREAS, ORS 294.120 sets forth the procedure for authorizing the use of facsimile signatures; and

WHEREAS, the City of Wilsonville desires to use facsimile signatures for signing checks drawn on City of Wilsonville accounts; and


WHEREAS, the Finance Director has developed a procedure assuring the internal controls necessary to safeguard the facsimile signatures.

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

That facsimile signature plates containing the signatures of the Finance Director of Wilsonville and his designated assistant are hereby authorized.

The Finance Director shall be responsible for assuring that the facsimile signature plates are safeguarded and used only for authorized signatures on checks for duly authorized expenditures.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 21st day of October, 1991 and filed with the Wilsonville City Recorder this same date.



GERALD A. KRUMMEL, Mayor

ATTEST:



VERA A. ROJAS, CMC, City Recorder

SUMMARY of Votes:

Mayor Krummel	<u>AYE</u>
Councilor Chandler	<u>AYE</u>
Councilor Carter	<u>AYE</u>
Councilor Lehan	<u>AYE</u>
Councilor Van Eck	<u>AYE</u>

# **MEMORANDUM**

**FINANCE DEPT**

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**FROM: RAY SHORTEN, FINANCE DIRECTOR**

**DATE: OCTOBER 16, 1991**

**RE: FACSIMILE SIGNATURES ON CHECK  
SIGNING MACHINE**

In a recent discussion with Arlene, we touched upon the need to adjust the signatures on the check signing machine to reflect her presence on staff. As I explained to her, prior to August, 1989, all checks were manually hand-signed by a member of the City Council and either the City Manager or the Administrative Assistant. Resolution #737, adopted August 7, 1989, authorized the use of facsimile signatures of the Mayor of Wilsonville and City Manager of Wilsonville for all checks. The resolution also stipulated a procedure by which the Finance Director could assure the safeguarding of the facsimile signatures. With this procedure the Finance Director was ultimately responsible for the authorization of all expenditures and administered the actual signing of the checks.

Following our discussion, Arlene expressed that it would be more fitting for the signatures that appear on the checks to be those of the persons who are in reality responsible for the distribution of funds. With this in mind, I have reviewed the process and recommend that the procedure be amended to use the signatures of the Finance Director and his assistant. The attached resolution has been prepared to reflect these changes.