



RESOLUTION 653 FOR FACSIMILE SIGNATURES

Individual/Sole Proprietor Partnership City

Customer Name: City of San Luis
Account Number(s): 0200000005

RESOLVED: That National Bank of Arizona, as a designated depository of the above referenced customer, is hereby requested, authorized and directed to honor checks, drafts or other orders for the payment of money drawn in this customer's name, including those drawn to the individual order of any person(s) whose name(s) appear thereon as signer(s) thereof, when bearing or purporting to bear the facsimile signature(s) of the following:

Handwritten signatures and printed names for Nieves G. Riedel, Guillermina Fuentes, and Rosalicia Cordova, with corresponding facsimile stamp and signature lines.

and National Bank of Arizona shall be entitled to honor and charge this customer for all such checks, drafts or other orders, regardless of by whom or what means the facsimile signature(s) thereon may have been affixed thereto, if such facsimile signature(s) resemble the facsimile specimens duly certified to or filed with National Bank of Arizona by this customer.

RESOLVED: That these resolutions shall remain in full force and effect until written notice of the revocation thereof shall have been delivered to and received by National Bank of Arizona.

Individuals/Sole Proprietors/Partnerships:

Date Authorized Signature
Authorized Signature
Authorized Signature

Corporations:

I, Rosalicia Cordova, City of San Luis Administrator, a city organized and existing under the laws of the State of Arizona, do hereby certify that, at a meeting of the City Council of said City duly held on the 22nd day of February, 2006, at which a quorum was present and acting throughout, the above resolutions were adopted and are now in full force and effect.

In witness whereof, I have hereunto set my hand and seal of said City this 22nd day of February, 2006.
Signature

Received By: Date: Status Code Input By:

## Accounts Payable Disbursements Procedures

1. City administration authorizes all purchases through a requisition and purchase order process. Departments submit requisitions that are reviewed by finance and city administration for budgetary and legal compliance prior to a purchase order being issued.
2. Invoices and purchase orders are submitted to accounts payable for processing. The accounts payable clerk reviews invoices and supporting documentation and enters invoices for payment. The finance supervisor authorizes check processing after reviewing the disbursement report and all invoices.
3. The clerk completes the check log for the exact number of checks needed and retrieves the checks from the vault.
4. The clerk obtains the facsimile signature diskette from the supervisor for check processing and after processing, returns the diskette to the supervisor for safeguarding.
5. The clerk reviews the checks and check register for any discrepancies.
6. The finance supervisor reviews the check log, checks, and check register for correctness and signs the log and register.
7. The clerk notifies the Mayor and City Administrator that the checks are ready for review.
8. After reviewing the checks, the Mayor and City Administrator sign the check register authorizing the issuance of the checks. If the Mayor or City Administrator is unavailable, the Vice-Mayor, Asst. City Administrator, Administrative Services Director, Asst. Finance Director, or other bank-authorized signatory may authorize release of the checks.
9. After obtaining two authorized signatures, the clerk issues or releases the checks.
10. Facsimile signatures are not used for manual checks.

### Payroll Disbursements Procedures

1. Employees complete and sign timesheets or leave reports, which are reviewed and signed by the supervisor.
2. The Human Resources Director reviews and signs timesheets and leave reports.
3. The payroll clerk enters timesheet data on the payroll pre-list report.
4. After entering data into the payroll system from the pre-list report, the clerk prints preliminary register and makes corrections.
5. The clerk completes the check log for the exact number of checks needed and retrieves the checks from the vault.
6. The clerk obtains the facsimile signature diskette from the supervisor for check processing and after processing, returns the diskette to the supervisor for safeguarding.
7. The clerk reviews the checks, direct deposit slips and payroll check register for any discrepancies.
8. The finance supervisor reviews the check log, checks, direct deposit slips and check register for correctness and signs the log and register.
9. The clerk notifies the Mayor and City Administrator that the checks and direct deposit slips are ready for review.
10. After reviewing the checks and direct deposit slips, the Mayor and City Administrator sign the payroll check register authorizing the issuance of the checks and direct deposit slips. If the Mayor or City Administrator is unavailable, the Vice-Mayor, Asst. City Administrator, Administrative Services Director, Asst. Finance Director, or other bank-authorized signatory may authorize release of the checks.
11. After obtaining two authorized signatures, the clerk issues or releases the checks and direct deposit slips on the appropriate date.
12. Facsimile signatures are not used for manual checks.