



FOREST LAKES FIRE DISTRICT WARRANT SIGNATURE POLICY POLICY NUMBER 0020



Purpose

To establish a procedure that will ensure all warrants are signed by two board members or one board member and the Chief and to establish security measures that will ensure that all warrants are properly authorized.

Definitions

A.R.S. 48-805.C authorizes the FLFD to draw warrants on the county treasurer for money required to operate the district.

The standing policy of the FLFD requires two signatures on all warrants.

At times it has been difficult for the FLFD Office Staff to get two board members to sign warrants in a timely manner because the board members live in the Phoenix area during the winter.

Policy

All warrants will be signed by two FLFD Board Members or one board member and the FLFD Chief.

Warrants with an authorized signature stamp is considered equivalent to an original signature.

Absolutely NO warrant signers are authorized to sign warrants made payable to themselves. In this circumstance, Operations Assistant may sign warrant on the payee's behalf with another Board member and/or Chief.

The following procedure will be used for all warrants:

1. Invoice is validated by Office Staff against goods and services received. The Chief will approve the expenditure before board member signatures are requested by the Office Staff.
2. Office Staff stamps the invoice with a form that requires
 - a. Chief and board member initials
 - b. Initials of the person preparing the warrant
 - c. Chart of account number being charged
 - d. And the warrant number
3. Warrant is printed using Quick Books.



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4. Board members will notify the office staff if they are not available to sign warrants for an extended period of time or if they are planning to be out of the Forest Lakes area for an extended period of time.
5. Office Staff will determine board members available to sign warrant.
 - a. First option is two board members to review invoice and sign at FLFD Station
 - b. Second option is one board member and the Chief to review invoice and sign at FLFD Station
 - c. Third option is to use signature stamps of two board members
 - d. Fourth option is to use one signature stamp and the Chief to review and sign at FLFD Station
 - e. At times Operations Assistant may sign warrant with Board Member and/or Chief Signature.
6. If the staff is unable to contact a board member in Forest Lakes, a signature stamp of one or two board members will be used with the following procedure:
 - a. Check Detail Report printed using Quick Books
 - b. The Chief will approve the expenditure before board member signatures are requested by the Office Staff.
 - c. Office staff emails Check Detail report and special invoice information to board members signing warrant.
 - d. Board member(s) signing warrant may respond via email or telephone with questions.
 - e. Board members(s) signing warrant respond via email authorizing Office Staff to use their signature stamp for the specified warrant.
 - f. If the board member doesn't respond within 24 hours it will be the responsibility of the office staff to decide how to proceed.
 - g. Warrant is stamped by Office staff with authorized signatures.
 - h. A copy of the email authorizing the warrant is filed with the invoice.
7. If a warrant will be signed at FLFD station, Board Members are contacted by Office Staff.
8. Office staff sends positive pay email to county with authorized warrant data. Positive pay will be done one day prior to sending the warrant to the recipient.
9. County forwards positive pay information to Wells Fargo Bank (County servicing bank)
10. A photo copy of warrant is filed with the invoice.



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11. The warrant is mailed to vender or hand delivered to recipient.
12. If the positive pay information is not sent to the county, the county will call the FLFD Office Staff to verify the warrant.
13. All email messages will use the FLFDAZ addresses and not personal email.

All signature stamps will be kept in a combination style locked safe accessible by Office Staff and Chief. The safe will be firmly secured to avoid removing the safe from the premises.

Signature stamps of board members leaving the board will be immediately destroyed.

Blank warrants will be secured in a separate locked cabinet accessible by the office staff and Chief.

Access lists for both the signature stamps and warrants are approved by the FLFD Board.

Board Member Responsibility

The following information should be verified before authorizing use of a signature stamp or signing a warrant:

- The expenditure is in compliance with procurement and capital equipment procurement policies.
- The FLFD Chief has approved the purchase.
- The board member will do a cursory review of the account being charged. The primary responsibility for account number accuracy is with the office staff.
- Verify the dollar amount is reasonable for the purchase.



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Approved by the Forest Lakes Fire District Board on November 12th 2011.



John Nelson, Clerk