

Great Rivers Behavioral Health Administrative Services Organization

Policy Title:	Signature Authority	Policy No. 1003.00
Category:	Administrative	Date Adopted: 01/10/2020 Date Revised: Date Reviewed:
Reference:	Washington Administrative Code 388-865 Revised Code of Washington 71.05, 71.24	

Policy:

- 1.1. The Great Rivers Behavioral Health Administrative Services Organization ("Great Rivers BH-ASO") Governing Board shall designate signature authority for all financial and contractual actions of Great Rivers BH-ASO.

Procedure:

- 2.1. Signature authority shall be authorized for the following transactions:
- 2.1.1. **Timesheets:** Staff supervisors will approve timesheets, with the exception of the Chief Executive Directors' time sheet, which shall be reviewed and approved by a Governing Board member or their designee.
 - 2.1.2. **State Contracts:** Chair of the Governing Board with motion so designating, except as stipulated below.
 - 2.1.3. **Agency Sub-Contracts:** Chair of the Board with motion so designating, except as stipulated below.
 - 2.1.4. **Chief Executive Director's Authority with Respect to Contracts:** Pursuant to the provisions of the Great Rivers BH-ASO Bylaws, the Governing Board delegates and grants to the Chief Executive Director the following powers:
 - 2.1.4.1. The Chief Executive Director is hereby authorized to enter into and sign contracts, contract amendments and rental agreements/leases of personal property on behalf of Great Rivers BH-ASO, PROVIDED, the following conditions are met:
 - 2.1.4.2. The contract, rental agreement/lease of personal property does not obligate Great Rivers BH-ASO to expend in excess of twenty-five thousand dollars (\$25,000.00).
 - 2.1.4.3. As to contract amendments, the contract amendment deals primarily with minor modifications to contract language and does not materially increase the responsibilities or obligations of Great Rivers BH-ASO.
 - 2.1.4.4. The particular expenditures of Great Rivers BH-ASO funds have been approved in the Great Rivers BH-ASO Budget as approved by the Great Rivers BH-ASO Governing Board.
 - 2.1.4.5. As to leases/rental agreements of personal property, the term of the lease/rental agreement does not exceed two (2) years.
 - 2.1.4.6. The contract, contract amendment or lease/rental agreement, has been reviewed by the Great Rivers BH-ASO Attorney and has been approved by the Great Rivers BH-ASO Attorney prior to signing.

- 2.1.5. **Cash Disbursements:** Warrants will be signed by one of the following: the Chief Executive Director and in his absence his designee approved by Governing Board, or Governing Board Member.
- 2.1.6. **Data Certifications:** Chief Executive Director, IS/IT Manager, or Chief Executive Director Designee.
- 2.1.7. In other matters, the Chief Executive Director, or her/his designee may sign all vouchers, certifications and other financial transactions.

POLICY SIGNATURE

DocuSigned by:
Edna J. Fund
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Edna J. Fund, Chair
Great Rivers BH-ASO Governing Board

4/14/2020

Date