

**RESOLUTION OF THE NEWTON COUNTY BOARD OF COMMISSIONERS TO  
ADOPT A PROCUREMENT AND CHECK SIGNING POLICY**

**WHEREAS**, the Newton County Board of Commissioners has determined that a Procurement and Check Signing Policy is desirable and necessary to promote effective and timely response to invoices received and for accounts payable and to clarify who within the County is authorized to sign County checks.

**NOW THEREFORE BE IT RESOLVED** by the Board of Commissioners of Newton County, Georgia, that the Newton County Procurement and Check Signing Policy, attached hereto marked "Exhibit A," and incorporated herein by reference, is hereby adopted.

**SEVERABILITY**

If any portion of this Resolution or the application thereof shall be held invalid or unconstitutional, the other provisions of this Resolution shall not be affected, and the provisions of this Resolution are declared severable.

**REPEALER**


Any other Ordinance, Resolution, local law, or local policy or portion thereof, now in effect, that is in conflict with any of the provisions of this Resolution, is hereby repealed.

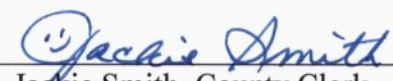
**EFFECTIVE**

This Resolution shall become effective immediately upon adoption by the Board.

**SO RESOLVED** this 21st day of March, 2017.

**Newton County Board of Commissioners**

By:   
Marcello Banes, Chairman

Attest:   
Jackie Smith, County Clerk



## EXHIBIT A

### **Newton County, Georgia Procurement and Check Signing Policy**

#### **Invoices and Accounts Payable**

Issuance of a County check for any reason requires adequate supporting documentation. Supporting documentation includes quotes and/or purchase orders as required by the purchasing policy, invoices, receipts, check request forms, credit card statements, expense reports, etc. Payment authorizations should be supplied by the original invoices rather than a statement. This is important to prevent duplicate payments to vendors. Any exceptions must be documented explaining the reason for using a copy. Payment checks to vendors shall not be issued by the Finance Department until the department head or other authorized department employee has approved the invoice or other supporting document for payment. The County's standard terms of payment are to pay within thirty (30) days following the receipt of an invoice. All County staff must work together to assure that this standard is met. Review and approval of invoices is part of each department's fiscal accountability. This step is intended to assure that no checks are issued merely because an invoice has been received. Department Heads or other staff authorized to approve invoices shall carefully check the invoice, assure that the goods have been received in good condition and correct quantity (or that the service has been satisfactorily performed), prior to approving payment. Invoices should be returned to the Finance Department. Any charges in dispute shall promptly be communicated to the vendor, and must be resolved prior to payment.

#### **Check Signing**

Checks may only be signed by authorized signers. *No checks shall be signed until and unless the check has been completed in its entirety (signing a blank check is prohibited).*

The Newton County Chairman of the Board of Commissioners ("County Chairman"), the Newton County Manager, and the Newton County Finance Director are approved, authorized check signers. Any member of the Board of Commissioners may serve as an authorized signer in the absence of the County Chairman, County Manager, or the Finance Director. All checks must be signed by at least two authorized signers. In the event a Commissioner's signature is required on any County check, such Commissioner shall be notified in advance and shall acknowledge and approve the use of his or her signature accordingly.

The Finance Department utilizes an electronic signature key for the check signers. The electronic keys is safeguarded within the Finance Department. Access to the electronic signature keys is limited and must be logged and signed out. The Accounts Payable Clerks do not have access to the safe. Due to the fact that an electronic keys are used to affix the signatures to the checks and the County Chairman or County Manager do not review the checks, a final check/EFT register for each weekly check run is forwarded to the County Chairman and County Manager for review and approval in writing by initialing or signing the register and returning to the Accounts Payable Department for filing.

**The Purchasing Policy is included as an appendix to this policy.**

Approved by BOC \_\_\_\_\_