



5.3.5aP

USE AND CONTROL OF SIGNATURE STAMPS

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Signature Stamps Security and Control–Business Services

Signature stamps shall be maintained for the Vice President of Business Services and Director, Fiscal Services. Signature stamps shall be kept in the Accounting Office safe, except when they are being used. Uses of signature stamps include: designated signatory authority during vacations, with the designee's initials; as a second signature stamp on authorized accounts; as an approval on county transmittal forms.

Signature Plates Security and Control

Signature plates and check signer keys shall be kept in the Accounting Office safe, except when they are being used to sign warrants. The check signer shall be kept in Computing Services. The Accounting Office staff shall be responsible for using the check-signing machine. A log of warrants signed with the check-signing machine shall be kept in the Accounting Office. All cancelled warrants are to be sent to the Sonoma County Office of Education.