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Chapter 6 Checks

[HISTORY: Adopted by the Mayor and Council of the City of Seat Pleasant as indicated in article histories. Amendments noted where applicable.]

GENERAL REFERENCES

Purchasing — See Ch. 39.

Article I Authorized Signatures

[Adopted 9-9-1991 as Ord. No. 91-04; amended in its entirety 11-4-2013 by Ord. No. O-14-07]

§ 6-1 Persons authorized to sign checks and withdraw funds.

The following persons are authorized to sign and countersign checks and written authorizations approving the withdrawal of funds from any bank or financial institution in which funds are maintained for or on behalf of the City of Seat Pleasant:

- A. Mayor.
- B. Council President. **[Amended 10-10-2016 by Ord. No. O-17-06]**
- C. Chief Financial Officer. **[Amended 10-10-2016 by Ord. No. O-17-06; 12-2-2019 by Ord. No. O-20-03; 3-4-2020 by Ord. No. O-20-12]**
- D. Chair OF Finance and Budget Committee. **[Added 12-2-2019 by Ord. No. O-20-03; amended 3-4-2020 by Ord. No. O-20-12]**

§ 6-2 Required signatures.

[Amended 12-2-2019 by Ord. No. O-20-03; 3-4-2020 by Ord. No. O-20-12]

The signature of the Chief Operating Officer is required on all financial documents other than those specified in § 6-3.

§ 6-3 Number of signatures required.

[Amended 10-10-2016 by Ord. No. O-17-06; 12-2-2019 by Ord. No. O-20-03; 3-4-2020 by Ord. No. O-20-12]

- A. All written authorizations approving the withdrawal of funds from any bank or financial institution in which funds are maintained for or on behalf of the City of Seat Pleasant shall be signed and countersigned by at least two of the four persons specified in § 6-1. A signature will be required on any check written for \$150,000 or more.
- B. All checks drawn on any account with any bank or financial institution held in the name or on behalf of the City of Seat Pleasant shall be signed and countersigned by at least two of the four persons specified

Commented [1]: Editor's Note: This ordinance was vetoed by the Mayor 9-9-1991, and the veto was overridden by the Council 9-27-1991.

in § **6-1**. A signature will be required on any check written for \$150,000 or more.

- C. All authorized signers on any account with any bank or financial institution held in the name of or on behalf of the City of Seat Pleasant may be electronically signed, signed or counter signed any check written on behalf of the City of Seat Pleasant.