ORANGE COUNTY SOCIAL SERVICES AGENCY

ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Subject: Auditor-Controller Authorized Signature List

Approved: Signature on File

Number: E 19

Date: 01/02/08

POLICY

The Agency/Department heads are authorized to approve disbursements, payroll, and budget transactions for budgets administered by their agencies/departments. The authority may be delegated to subordinate staff by submitting an authorized signature list to the Auditor-Controller. This list shall be updated annually and whenever additions or deletions are warranted as a result of organizational/personnel changes. SSA Financial Services will be the custodian of the Agency's authorized signature list.