

**INTERCITY TRANSIT
RESOLUTION 02-2022
APPOINTING AN AUDITING OFFICER**

A RESOLUTION appointing an Auditing Officer, and superseding Resolution 05-2017 dated July 19, 2017."

WHEREAS, the payment of claims prior to action by the Intercity Transit Authority (ITA) expedites and provides efficiency in making purchases and expenditures necessary for the operation of Intercity Transit; and

WHEREAS, the Chief Financial Officer is the appropriate officer to be designated the Auditing Officer as referred to in RCW 42.24.180, and to draw warrants and checks relating to claims; and

WHEREAS, the Finance Manager is the appropriate officer to be designated the temporary Auditing Officer in the absence of the Chief Financial Officer; and

WHEREAS, the ITA has adopted contracting, hiring, purchasing and disbursing policies that implement effective internal controls; and

WHEREAS, RCW 42.24.180 authorizes the actions provided for herein;

NOW, THEREFORE, BE IT RESOLVED BY THE INTERCITY TRANSIT AUTHORITY AS FOLLOWS:

Section 1. The Chief Financial Officer is hereby appointed as the Auditing Officer for Intercity Transit. In the Chief Financial Officer's absence, the Finance Manager is hereby appointed to serve as the temporary Auditing Officer for Intercity Transit.

Section 2. Two signatures shall be required on all warrants and checks, with one signature being that of the ITA Chair and the other signature being that of the General Manager, via the use of an electronic or stamped signature in forms approved by the Chair and General Manager.

Section 3. The Auditing Officer and the two officials authorized to sign checks and warrants shall each furnish an official bond or its equivalent, for the faithful discharge of his or her duties in an amount of fifty thousand dollars.

Section 4. The Auditing Officer may issue warrants and checks in payment of claims after the provision of Sections 2 and 3 of this Resolution have been met.

Section 5. The ITA shall review the documentation supporting claims and approve or disapprove all warrants and checks or electronic payments issued in payment of claims at its next regular meeting.

Section 6. The ITA hereby requires that if, upon review, it disapproves claims, the Auditing Officer and the officer designated to sign the warrants or checks shall jointly cause the disapproved claims to be recognized as receivables of Intercity Transit, and shall pursue collection diligently until the amounts disapproved are collected or until the ITA is satisfied and approves the claims.

Section 7. The ITA may stipulate at any time that a certain claim or certain claims shall not be paid before the ITA has reviewed the documentation and approved the issuance of a warrant or check.

ADOPTED: This 15th day of June 2022.

INTERCITY TRANSIT AUTHORITY



Clark Gilman, Chair

ATTEST:



Pat Messmer
Executive Assistant/Clerk of the Board

APPROVED AS TO FORM:



Jeffrey S. Myers
Legal Counsel