

BOISE COUNTY, IDAHO  
RESOLUTION NO. 17-93

WHEREAS, the Boise County Board of Commissioners has considered the issue of financial responsibility in the various County offices; and

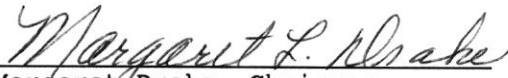
WHEREAS, to remedy past problems and ensure that County monies are more appropriately account for,

BE IT HEREBY RESOLVED that the proper procedure to be followed before any warrant will be authorized for payment shall be as follows:


1. All vouchers presented for payment must first be filled out to include the Budget line item the expenditure is to be paid from with an explanation of the purchase and signed by the elected official or department head, responsible for the budget. The original invoice is to be attached to the voucher.
2. The vouchers must be signed no later than the Wednesday preceding the second Monday of each month.
3. Demand Warrants for emergency purchases shall follow the same procedures, and may be submitted at any Commissioners meeting if necessary.
4. The Clerk or Deputy Clerk shall familiarize him/herself with the signature of each individual authorized to sign vouchers and shall ensure that said signature appears on a voucher presented for payment upon that department's budget.

In the event of absence of an elected official or department head for ten (10) or more days, the absent official shall designate an individual within the department that he/she authorizes to perform this duty during the time of the absence. Such authority shall be in writing and shall terminate upon the official's return.

4th RESOLVED AND APPROVED BY THE BOISE COUNTY BOARD OF COMMISSIONERS ON THIS DAY OF OCTOBER, 1993.

  
Margaret Drake, Chairman

  
John Dyer, Commissioner

  
Janice Donley, Commissioner

ATTEST:

  
Arlene C. Kolar, Clerk  
Deputy Clerk