

RESOLUTION 2023-06

E-Signature Approvals

Resolution submitted by the 2022-2023 Budget and Finance Committee

Background: The proposed change is meant to clarify, expand and expedite the approval process for reimbursements. It clarifies that approval must be with a "signature approval" and not simply a verbal approval. Accepting electronic signatures both expands approval options and speeds up the process of getting required signatures.

Current language in District 5220 Policies & Procedures:

V. DISTRICT FINANCES

E. EXPENDITURE OF DISTRICT FUNDS

- 2) The Budget and Finance Committee, in conjunction with the DG and District Treasurer, shall develop an expense reimbursement request form upon which requests for expenditures shall be submitted. Approval by the appropriate committee chairman is required unless the DG approves the expenditure in place of the committee chairman. The requests for approval of expenditures should be submitted to the DG, District Treasurer, or Chairman of the Budget and Finance Committee and receive concurrent approval of at least two members of this group.

Proposed change:

V. DISTRICT FINANCES

E. EXPENDITURE OF DISTRICT FUNDS

- 2) The Budget and Finance Committee **shall approve, at the beginning of the year**, an expense reimbursement **and vendor payment** request form upon which requests for expenditures shall be submitted. **Signature** approval by the appropriate committee chairman is required unless the DG approves the expenditure in place of the committee chairman. The requests for approval of expenditures **must receive a signature of approval from the District Governor and either the District Treasurer or Chair of Budget and Finance**. In no case shall a request be approved by the same person who made the request or will sign the check.

Electronic signature will be an acceptable method for approving expenditures, in lieu of or in combination with original "wet ink" signatures. The Budget and Finance Committee will select the online document signing process prior to allowing the method of approval to be used. All requests for expenditures will be sent to the District Treasurer who will request electronic signature approvals from the district officers as described.

Action: Review and consider for adoption effective July 1, 2023.