

**CONSOLIDATED FIRE AGENCIES  
POLICIES OF THE BOARD OF DIRECTORS**

**POLICY:**                **BP 4.003**

**TITLE:**                **Contracts, Loans, Checks and Deposits**

**ADOPTED:**            **[4.29.2021]**

**REVISED:**            **[            ]**

1.     The Board of Directors may authorize any officer or officers, agency or agents, to enter into any contract or to execute and deliver any instrument in the name of and on behalf of CONFIRE, and such authority may be general or confined to specific instances.
  
2.     The Board authorizes:
  - a.     The Director of CONFIRE has signature authority up to \$50,000 except for Public Works Contracts whereas his/her signature authority will be \$75,000 in accordance to the Uniform Public Construction Cost Accounting Act (CUPCCA). The Director will have full discretion on designating below his/her authority.
  
  - b.     If purchases are \$25,000 or below the MIS Manager or Business Management/Analyst has signature authority.
  
3.     No loans shall be contracted on behalf of CONFIRE and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances.
  
4.     All checks, drafts or other orders for the payment of monies, notes or other evidences of indebtedness issued in the name of CONFIRE shall be signed by such officer or officers, agent or agents, of CONFIRE and in such manner as shall from time to time be determined by the Board of Directors. Such agents include: Director or Administrative Manager.