



HISTORIC TOWN OF EATONVILLE, FLORIDA

TOWN COUNCIL WORKSHOP

OCTOBER 3, 2023 AT 6:30 PM

Cover Sheet

****NOTE**** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

ITEM TITLE: Discussion of electronic signature on account payables check designating the Mayor, Vice Mayor, or Chief Administrative Officer as signers on Account Payables checks (**Finance**)

TOWN COUNCIL ACTION:

PROCLAMATIONS, AWARDS, AND PRESENTATIONS		Department: ADMINISTRATIVE (Finance)
INTRODUCTIONS		Exhibits: <ul style="list-style-type: none">N/A
CONSENT AGENDA		
COUNCIL DISCUSSION	YES	
ADMINISTRATIVE		

REQUEST: To discuss the implementation of electronic signature on account payables check designating the Mayor, Vice Mayor or Chief Administrative Officer as signers on Account Payables checks

SUMMARY: The Town Council desires to discuss designating the Mayor, Vice Mayor, or Chief Administrative Officer to sign the checks through the Edmund accounts payable software electronic signature feature. The Finance Director will provide documentation supporting the checks issued and vendors paid to include a summary of the check number and total of all payable checks to the Town Council at the end of the month.

RECOMMENDATION: Recommend Town Council discuss the Mayor, Vice Mayor or Chief Administrative Officer as signers on Account Payables checks.

FISCAL & EFFICIENCY DATA: N/A