



HISTORIC TOWN OF EATONVILLE, FLORIDA

TOWN COUNCIL WORKSHOP

NOVEMBER 21, 2023 AT 06:30 PM

Cover Sheet

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

ITEM TITLE: To Discuss Authorizing the Mayor, Vice Mayor or the Chief Administrative Officer to Electronic Signing Account Payables checks (**Administration**)

TOWN COUNCIL ACTION:

PROCLAMATIONS, AWARDS, AND PRESENTATIONS		Department: ADMINISTRATION
INTRODUCTIONS		Exhibits: <ul style="list-style-type: none"> Resolution 2023-25
CONSENT AGENDA		
COUNCIL DISCUSSION	YES	
ADMINISTRATIVE		

REQUEST: The Administration is requesting Town Council to discuss Authorizing the Mayor, Vice Mayor or the Chief Administrative Officer to Electronic Signing Account Payables checks.

SUMMARY: The Town Council desires to designate the Mayor, Vice Mayor or Chief Administrative Officer to sign the checks through the Accounts payable software Edmund electronic signature. It was suggested by the council to review the electronic signing process to improve staff efficiency. The process and training shall be performed by our ERP service provider (Edmunds). At the end of each month, the Town Council will receive a check register of account payables check for that month which include the vendor, check number, and check amount.

RECOMMENDATION: Recommendation is for Town Council to discuss the Mayor, Vice Mayor or Chief Administrative Officer to be the signers on the Electronic Signing Account Payables checks.

FISCAL & EFFICIENCY DATA: This service is already available in the service package with Edmunds, so no additional cost to implement and operate this is required.