



LAWRENCEVILLE

GEORGIA

Policy: **SIGNING AUTHORITY POLICY**
Policy Number: **FIN03**
Date:
Update:
Authority: **MAYOR AND CITY COUNCIL**

SUBJECT

Elected Officials, Appointed Department Heads, Signing Officers, Signing Authorities Execution of Documents, and Further Delegation

PURPOSE

The purpose of this policy is to identify the Officials and Signing Officers of the Mayor and Council and the City and their respective responsibilities regarding the execution of documents, contracts, and instruments in writing.

POLICY

1. Officer of the Governing Body: "Officer of the Governing Body" shall mean any duly elected or appointed Officer, namely; the Mayor, the Mayor Pro Tempore, and such other members of the governing body as the Mayor and Council may specifically designate from time to time.
2. Officer of the City: "Officer of the City" shall mean the City Manager, Assistant City Manager(s), City Attorney, Chief Financial Officer, and such other Officers as may be specifically designated from time to time by the Mayor and Council.
3. Signing Officer: "Signing Officer" shall mean any "Officer of the Governing Body" and any "Officer of the City" specifically designated by the Mayor and Council.
4. Signing Authority: "Signing Authority" shall mean any "Signing Officer" of the City and any other person or persons so designated by the Governing Body.
5. Execution of Documents:
 - 5.1. All legally reviewed and approved written contracts, documents or other written instruments on behalf of the Mayor and Council, shall be signed by either the Mayor or the Mayor Pro Tempore as provided in Charter Sec. 2.09 and Sec. 2.12 and all such written contracts, documents or other written instruments so signed shall be binding on the Governing Body without further authorization or formality. The Corporate seal of the City may, when required, be affixed to said signed written contracts, documents or written instruments.
 - 5.2. All legally reviewed written contracts, documents or written instruments not requiring Mayor and Council approval on behalf of the City shall be signed by any

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“Officer of the City” so authorized by Mayor and Council, by the Mayor or the Mayor Pro Tempore as provided by Charter Sec. 2.09 and Sec. 2.12, or by an “Officer of the Governing Body” so approved by Mayor and Council, and all such written contracts, documents or written instruments so signed shall be binding on the Governing Body and the City without any further authorization or formality. The Corporate seal of the City may, when required, be affixed thereto.

5.3. For ease of administration within the many departments of the City, the Governing Body from time to time may authorize certain City officers, person or persons, to execute legally reviewed contracts, documents or written instruments generally or to execute a particular legally reviewed written contract, document or written instrument provided it is within legal authority provided by Mayor and Council. The Corporate seal of the City may, when required, be affixed thereto.

6. Checks, Drafts, Notes, Investment Security Purchases: All checks, drafts or orders for payment of money, and all notes and acceptances and bills of exchange received or issued and investment securities purchases by the City, shall be signed by such “Signing Officer” or Officers or by such “Signing Authority” of the City in such manner as may be designated from time to time by the Mayor and Council.

7. City Signing Officers

7.1. The following Officers are appointed as “Signing Officers” by the Governing Body.

Officers of the Governing Body

- Mayor
- Mayor Pro Tempore

Officers of the City

- City Manager
- Assistant City Manger(s)
- City Clerk (For attesting and City Seal)
- City Attorney (For Legal proceedings and documents)
- Chief Financial Officer (For banking and investment purposes as provided herein)
- Purchasing Manager (For contracts within the limits specified in the Purchasing Ordinance)

7.2. The Mayor or if necessary the Mayor Pro Tempore as provided by Charter Sec. 2.09 and Sec. 2.12 with the City Manager or if necessary the Assistant City Manager(s) are authorized for and on behalf of the City to make, sign, draw or transfer all or any checks, promissory notes, drafts, acceptances, and for letters of credit whether or not an overdraft is thereby created in any account of the City. The City Manager, Assistant City Manager(s), or Chief Financial Officer are authorized to accept, endorse, negotiate, lodge, deposit, execute as approved by Mayor and Council any authority to



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any Officer of a Bank and/or Safekeeping Agent to accept and/or pay all or any drafts; also to execute receipts for and orders relating to any investments of the City held by or on behalf of a Bank and/or Safekeeping Agent; also to do all acts and things and execute all documents as approved by Mayor and Council requisite to give any security to a Bank and/or Safekeeping Agent and also to execute any approved agreement with or authority to the Bank and/or Safekeeping Agent to the banking business of the City either generally or with regard to any particular transaction.

7.3. Any one (1) of the Officers above listed (para.7.1) except the City Attorney is hereby authorized for and on behalf of the City to negotiate or deposit with or transfer to the Bank and/or Safekeeping Agent (but for the credit of the City's account only) all or any checks, promissory notes, drafts, acceptances, bills of exchange and orders for payment of money, and for such purpose to draw, sign or endorse the same, or any of them, or to deliver the same, or any of them, to the Bank and/or Safekeeping Agent endorsed with the name of the City impressed thereon by a rubber stamp and other devices; also to receive all paid checks and other debit vouchers charged to any account of the City and to execute from time to time, the Bank's and/or Safekeeping Agent's form of receipt therefore.

7.4. Further delegation for the commitment of City operating funds allocated to City departments is limited to Requisitions, Request for Checks and Purchasing Card transactions as outlined in the Financial Procedures which includes the P-Card procedures. All credit applications must be handled by the Finance Department with approval by two "Officers of the City", one of whom shall be the City Manager. Departments shall not be authorized to establish credit limits with any vendor.

This policy becomes effective this ____ day of February, 2024 and shall remain in effect until amended by the City Council.

Chuck Warbington, City Manager

ATTEST:

Karen Pierce, City Clerk

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