



City of Meridian
Standard Operating Policy
Number 9.15

### Authorized Signatures

#### **Purpose:**

To set forth the City's policy for review, approval, signature, and retention of all agreements and legal documents entered into on behalf of the City. It defines which employees are authorized to sign on behalf of the City and permits the delegation of authority.

#### **Policy:**

The City has an obligation to be a responsible steward of public funds and fulfill the obligations it makes to other parties. The purpose of this Policy is to safeguard City resources and to minimize the City's financial, legal, operational, and compliance-related risks by establishing the authority and responsibilities of City officials and employees with regard to reviewing and executing agreements and legal documents on behalf of the City.

This policy applies to all agreements and other written or electronic documents that obligate the City financially, legally, or in its operations with an outside party. The City shall not be bound to any agreement, legal document, or other obligation made by any individual acting outside the express authority stated by this policy, notwithstanding any representations or misrepresentations that may be made about the individual's apparent authority.

No City official, employee, contractor, or volunteer may sign an agreement without the express written authorization as designated in this policy, or pursuant to a sub-delegation of authority under this policy. Any individual who signs on behalf of the City without proper signature authority is acting outside the scope of employment and may be subject to discipline as an employee and may be personally liable for any resulting liability or obligation.

This policy does not apply to signatures or approvals required for internal City transactions and processes.

#### **Authority & Responsibility:**

Department Directors shall be responsible to ensure the appropriate administration of this policy.