# COUNTY OF IMPERIAL
# CASH CONTROL AND ACCOUNTING STANDARD PRACTICE MANUAL
# FISCAL FORMS PREPARATION

## AUTHORIZED SIGNATURE LIST

<table>
<thead>
<tr>
<th>TO:</th>
<th>COUNTY AUDITOR-CONTROLLER</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM:</td>
<td>__________________________</td>
</tr>
<tr>
<td>SIGNATURE OF DEPARTMENT HEAD</td>
<td>DEPARTMENT</td>
</tr>
</tbody>
</table>

The following are authorized to sign or act in lieu of department head for the following functions. These items must have a signature, not a stamp or a typed name:

### PAYROLL
- Payroll Certificate
- [Signatures]

### ACCOUNTS PAYABLE
- Department Head on Claim
- [Signatures]

### PICK-UP WARRANTS
- Pick-Up Warrants
- [Signatures]

### OTHER
- Deposit Permits
- [Signatures]
- Purchase Orders
- [Signatures]
- Property Transfer Request
- [Signatures]
- Request for Transfer of Appropriations
- [Signatures]

14.32 revised Feb 2007