

**COLUMBIA COUNTY PUBLIC TRANSPORTATION
RESOLUTION: CCTA-2013-01**

Title: Resolution Changing the Voucher Approval Process: Blanket Voucher

This resolution replaces Resolution #2005-08-Approval of Expenses for Payment

Whereas Columbia County Transportation Authority currently approves a separate voucher sheet for each individual accounts payable expense as outlined in Resolution 2005-08; and

Whereas the Authority has recently procured its own accounting software and has begun reporting and tracking its own financial activity; and

Whereas Authority management is developing a new voucher approval format to integrate with the accounting software; and

Whereas Authority management is developing a new voucher approval format to integrate with the accounting software and with Columbia County in the processing of claims and reduce the cost of office materials; and

Whereas the BARS manual for Transit Authorities requires approval by the governing body be made by the use of a blanket type voucher; and whereas such approval does not waive or relieve CCPT's responsibilities to each individual claim; and

Whereas management has developed a protocol for the preparation of the voucher, review and audit of claims.

Now, therefore, be it RESOLVED that the Columbia County Transit Authority Board of Directors hereby authorizes staff to present claims using a blanket voucher.

IT IS FURTHER HEARBY RESOLVED THAT:

The Finance Manager prepare the blanket voucher listing all bills and expenses received and prepare them for approval by the authority in the following manner;

- Prepare a blanket voucher listing each individual claim requiring approval/ signature of the general manager
- 2 members to approve and review each individual claim/invoice
- 3 members shall sign the blanket voucher approving all listed claims

Done in regular sessions this 2nd day of June,
2013.

Craig George
Chairman, CCPT Board

Attest:

Stephanie A Guettinger
Stephanie Guettinger, Manager