

Policy Number: 09-005

# Lucas County Sheriff's Office Policy and Procedure



Approved by Sheriff:

*Michael J. Navarre*

Sheriff Michael J. Navarre

DATE FOR REVIEW:

Pages:

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SECTION: FINANCE

## SIGNATURE CONTROL ON CHECKS

### I. POLICY

It is the policy of the Lucas County Sheriff's Office to ensure that only those designated officials be responsible for and sign departmental checks. This signature control will extend to the Furtherance of Justice Account and Transportation Account.

### II. PROCEDURE

1. The Lucas County Sheriff and a designated official shall be the only authorized signatures for the Furtherance of Justice Account. Two signatures are required for all checks.
2. The Sheriff and a designated official shall be the only authorized signatures on the Transportation Account. Two signatures are required for all checks.
3. Any checks drawn from the accounts shall be forwarded to the Sheriff for his review and signature.