

TOWN OF LOOMIS
ADMINISTRATIVE POLICIES AND PROCEDURES

CHECKING ACCOUNT SIGNATURES POLICY

Effective Date: 6/25/91 Amended: 1/12/2016

Resolution 16-01

POLICY

It is the policy of the Town of Loomis that checks issued to vendors by the Town for supplies and services will have two signatures. Any of the following can sign: The Mayor, the Mayor pro tempore, the Town Manager, and the Finance Director or Treasurer