

**RESOLUTION NUMBER. 736**

**A RESOLUTION ESTABLISHING POLICY FOR USE OF MAYOR'S SIGNATURE STAMP DURING SIGNERS ABSENCES.**

WHEREAS, the Aurora City Council has determined that each check signed for the General Fund checking account, shall contain the signature of one Council member and one City employee each; and


WHEREAS, the Aurora City Council and Staff has determined a need for a signature stamp of the Mayor during absences; and

WHEREAS, the policy to use the stamp is as follows;


- The Mayor's signature stamp may only be used in the event that neither the Mayor nor the Council President is available to sign checks *and* payment cannot be delayed. In that case, the following procedures are to be followed:
  - 1) Email the Computer Check Register to the Mayor who will approve or deny in a reply email;
  - 2) If the Mayor cannot be contacted, email the Computer Check Register to the Council President;
  - 3) If approved, proceed and file the approval email with the Accounts Payable report in the A/P binder;
  - 4) If neither the Mayor nor the Council President is available and the checks must be printed without prior approval, the Computer Check Register must be initialed and dated by the Mayor or Council President within 7 days and filed with the corresponding Accounts Payable report.

NOW THEREFORE, BE IT RESOLVED that the City of Aurora City Council approves the creation of the stamp and the above policy requirements for the use of the stamp.

**APPROVED** by the Aurora City Council this 11th day of July, 2017.

  
Bill Graupp - Mayor

ATTEST:

  
Kelly Richardson, CMC - City Recorder