



CITY OF SHAVANO PARK
900 Saddletree Court
Shavano Park, TX 78231

CITY POLICY NO. 17

SUBJECT: Disbursement Authorization

January 27, 2020

1. References.

- a. City of Shavano Park Resolution R-2015-007, Authorized Check Signers
- b. City of Shavano Park Resolution R-2020-003, Electronic Payment Authorization
- c. Government Finance Officers Association Best Practice *Payments Made by Governments*

2. Purpose.

The purpose of this policy is to establish authorization for disbursements from City depository accounts.

3. Staff Point-of-Contact.

The point of contact for this policy is the Finance Director at 210.493.3478 x202 or finance1@shavanopark.org.

4. Policy.

- a. All City disbursements shall be made from an account at the City's designated official depository. (Note that a disbursement does not include a transfer of funds from an investment account to another investment account or depository account or from a depository account to an investment account.)
- b. City disbursements shall have two City officials authorizing the transaction. Authorized City officials include the following positions: the Mayor, the Mayor Pro-Tem, the City Manager and the City Secretary.
- c. On individual disbursements in an amount of \$5,000 and above, one of the two required authorizing City Officials must be either the Mayor or the Mayor Pro-Tem.
- d. City officials may not authorize a disbursement made payable to themselves.
- e. Any change in vendor ACH payment instructions must be verified via a telephone call with an authorized party at the vendor as initiated by City staff at the known vendor contact number. Email and mail requests will not be accepted without verification.
- f. Vendor ACH and wire payments will be initiated in treasury management by Finance after proper approval, as noted above, is obtained. The City Secretary is the primary depository approval with the City Manager being the alternate depository approval, if the City Secretary is unavailable.