

City Manager's Office
Administrative Order No: 015
Issued: 01/03
Revised: 10/03

Approved by Willis A. Casey
City Manager

Subject: Delegation of Responsibilities - Disbursement Authorizations - Director of Finance.

Purpose:

Define the Finance Director's authorization for disbursements.

Policy:

The Director of Finance is hereby authorized to approve the following disbursements within the constraints of the Council approved budget:

1. Control the spending of the Finance Department budget with the exception that any changes to the salaries or fringe benefit budget must be approved by the City Manager. Should the Director of Finance further delegate spending authority to personnel within the Finance Department, a list of personnel and their spending limit must be on file with the Accounts Payable section.
2. Approve the payment of all payroll related items, including tax payments, benefit payments, and retirement payments.
3. Approve payment of all debt service requirements of the City of Pittsburg and related agencies.
4. Approve payment of all insurance requirements of the City of Pittsburg and related agencies.
5. Approve payment of approved contracts and leases included in the budget and miscellaneous services for items such as utilities and telephone.
6. Approve payment of all transactions involving other governmental jurisdictions in accordance with Council instructions or the approved budget.
7. Approve the issuance of purchase requisitions and purchase orders by all departments providing that an approved budget appropriation exists for the purchase, and the purchase is in accordance with the Council approved purchasing policy.
8. Approve the issuance of manual checks for the above listed payments, if needed.