1. **Purpose**

This policy establishes the process for creating bank accounts needed for County business and for approving or changing authorized signatories.

1. **Policy**

A bank account may not be created to serve any department or office of the County without prior approval from the County Commission.

1. **Procedures**
2. Any elected official or department head who desires to open an account shall submit a request in writing to the Clerk/Auditor and Treasurer stating the need and purpose of the account.
3. The Clerk/Auditor and the Treasurer shall review the request and make a recommendation to the County Commission regarding the necessity and advisability of opening the account.
4. If the County Commission determines that opening the account serves the needs of the County, it shall direct the Civil Division of the County Attorney's Office to prepare a resolution to approve the creation of the account.
5. The resolution shall include those persons authorized and designated by the County Commission as signatories to disburse funds from such account.
6. Any elected official or department head who desires to change a signatory to an account shall first provide notice to the Clerk/Auditor and Treasurer and obtain approval in writing from at least two County Commissioners. Changes in signatories to an account are considered administrative actions and do not require County Commission action in an open and public meeting.

DATED this day of , 2022.

BOARD OF COUNTY COMMISSIONERS OF WEBER COUNTY:

Scott K. Jenkins, Chair

ATTEST:

Ricky Hatch, CPA

Weber County Clerk/Auditor

Approved as to form and legality:

Deputy County Attorney