

Effective Date:  
Revised Date:  
Review Date:

# North Sound Mental Health Administration

Section 3000 – Fiscal: Signature Stamp

Authorizing Source:  
Cancels:  
See Also:  
Responsible Staff: Fiscal Officer

Approved by: Board of Directors  
Motion #: 99-016

Date: 5/27/99

## **POLICY #3041.00**

### **SUBJECT: SIGNATURE STAMP**

#### **POLICY**

This shall set forth guidelines for the use of the NSRSN Executive Director's signature stamp by its employees.

The use of the Executive Director's signature stamp will only be granted in emergency situations when the Director is unavailable. In all situations, every attempt must be made to obtain the Executive Director's permission. In the event that the Director is not available, the Office Manager or the Assistant Director/Planner are the only employees of the NSRSN with the authority to use the signature stamp. In the event that these three (3) individuals are not available, the Chair and Vice Chair of the Board of Directors are authorized to sign documents.

#### **Use**

The use of the NSRSN Executive Director's signature stamp is to maximize efficiency of NSRSN business. Use of signature stamp is restricted to NSRSN **business only**, and shall be utilized only when the Executive is out of the office and/or unavailable to personally sign NSRSN documents. Such use shall only be granted in emergency situations. Whenever possible, it is desirable to obtain the permission of the Executive Director.

#### **Responsibility**

The Office Manager shall retain the signature stamp in a secured location within his/her office. In the event of the unavailability of the Office Manager, the Assistant Director/Planner shall be authorized to grant use of the signature stamp.

#### **PROCEDURE:**

The following procedures are to be followed each time the signature stamp is used:

1. Employee requesting use of the signature stamp will bring all pertinent documentation to the Office Manager for review with the attached form completed. The form indicates:
  - a. Date
  - b. Nature of Document
  - c. Monetary value of document (when applicable)
  - d. Name of requesting employee
  - e. Nature of emergency
  - f. Executive Director's permission received (Yes/No)
  - g. Initials of person authorizing use

2. Office Manager (Assistant Director/Planner), after thoroughly review of documentation, will obtain verbal permission from the Executive Director, if possible. If Executive Director is not available to verbally authorize, Office Manager (Assistant Director/Planner) will make the final decision.
3. Office Manager (Assistant Director/Planner) will remove the stamp from its secured location and apply to the documentation and return it to the secured location upon completion of the task. Initials of authority applying stamp will immediately follow the stamp.
4. Office Manager will inform Executive Director immediately upon return to the office of all incidents involving use of signature stamp without verbal authorization.

Office Manager will maintain completed form and pertinent documentation in a secured location within his/her office.

**ATTACHMENTS**

None