

**SEATTLE PARK DISTRICT  
KING COUNTY, WASHINGTON**

**RESOLUTION 10**

A RESOLUTION OF THE BOARD OF COMMISSIONERS of the Seattle Park District, King County, Washington, adopting financial policies for the Seattle Park District.

**BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE SEATTLE PARK DISTRICT, KING COUNTY, WASHINGTON THAT:**

Section 1. The policies described in Attachment A are adopted.

Section 2. This resolution shall take effect on passage.

Adopted by the Seattle Park District this \_\_\_\_ day of \_\_\_\_\_, 2015, and signed by me in open session in authentication of its adoption this \_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_

President, Seattle Park District

ATTEST:

\_\_\_\_\_

City Clerk

Attachment:

Attachment A - Purchasing and Disbursing Policy

## **PURCHASING AND DISBURSING POLICY**

The District Treasurer shall review documentation to determine whether claims for goods and services provided are those included in the approved budget and stated amounts do not exceed the appropriations in the budget for each budget control level. The District Treasurer shall only approve for payment those goods and services included in the approved budget not to exceed appropriated amounts. The District Treasurer shall use the Blanket Disbursement Certification form to summarize and certify his approval of payment of claims.

Disbursing of funds shall only occur upon approval of expenditures by the District Treasurer. Upon the District Treasurer's approval, assigned staff in Citywide Accounting shall initiate the disbursement of up to the approved amount. Payments by checks shall be run through the usual accounts payable process for the City of Seattle's Department of Finance and Administrative Services. Disbursements to the City of Seattle's Parks Department shall be made by journal entry as the District and the City share a treasurer. Assigned staff in Citywide Accounting shall prepare a journal entry for up to the amount approved by the District Treasurer. In accordance with the accounting system's data entry policy another Citywide Accounting staff member will review and post all journal entries.

Assigned staff shall submit, through appropriate communication channels, the Blanket Disbursement Certification form to the Board at the next scheduled public meeting for its approval. Upon approval by the Board of the claims paid, the minutes shall include a summary of the checks or vouchers paid to include the sequence and/or dates of the electronic payments.

If the Board shall disapprove of any amounts already paid, assigned staff shall record a receivable and pursue collection diligently until the amounts disapproved are collected or until the legislative body is satisfied and approves the claims.

Att A – Purchasing and Disbursing Policy  
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