

GUIDE FOR COMPLETING THE AP AUTHORIZED SIGNATURE FORM

The new AP Signature Authorization form is available for download from the Accounts Payable section of the Special District's web page at http://www.kingcounty.gov/operations/Finance/Special_Districts.aspx.

For ease of completion and readability, the new form is a fillable PDF form. This allows entries to be typed in the light blue fields, saved to your computer, printed and signed by hand before mailing to King County's Accounts Payable department. Saving the form to your computer will save time in the future when signatories change and a new Authorized Signature form needs to be completed.

Please complete all sections of the form as incomplete forms will be returned. **If you require assistance completing the form or have questions about the form, please call (206) 263-9284 and you will be assisted.**

The new AP Authorized Signature form is divided into three (3) sections:

- **Section 1 – General Information.** This section identifies your organization, key contacts for Accounts Payable related questions. *Note: The "Number" field entry represents the first 5 digits of your district's primary fund number, e.g. If your primary fund number is 170020010, then 17002 would be entered in this field.*
- **Section 2 – Auditing Officer(s) Delegated with Payment Approval Authority (If Applicable).** This section provides for documenting the names, contact information and signatures of any Auditing Officers that have been delegated via board resolution in accordance with RCW 42.24.180. The Auditing Officer would then be person(s) authorized to sign the Voucher Approval document when requesting the issuance of payments to vendors. *Note: The "Number of Required Auditing Officer Signatures for Payment of Claims" field must be completed. This field represents the number of authorized Auditing Officer signatures that will be required on the Voucher Approval document when requesting the issuance of payments to vendors.*
- **Section 3 – Board Members – Approvals and Payment Certification Authorization.** This section provides for documenting board member names, contact information and signatures in the event that 1) the board has elected not to delegate Auditing Officers in accordance with RCW 42.24.180, 2) if Auditing Officers have been delegated and any designated restrictions are exceeded, or 3) if delegated Auditing Officers are not available to sign Voucher Approval documents. **In such cases, board member signatures would be required on Voucher Approval documents prior to processing payments.** *Note: The "Number of Required Board Member Signatures for Payment of Claims" field must be completed. This field represents the number of authorized board member signatures that will be required on the Voucher Approval document when requesting the issuance of payments to vendors.*

Upon completion of the 3 sections:

- **Have the district's board chairperson or president complete and sign the form**
- **Mail or courier the original completed form along with a copy of the resolution delegating Auditing Officer signatory authority – if applicable (as listed above in Section 2) – to the address listed at the bottom of the form.** If resolutions already exist for Auditing Officers, please attach a copy of the existing resolution instead of executing a new one. For those districts that may not have created a resolution delegating Auditing Officers, a sample resolution has been included at the end of the form for your convenience.