|  |  |
| --- | --- |
|  | **Electronic Signature****Authorization Form** |

I hereby authorize \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to provide an electronic signature for the following types of documents.

*Mark each allowable document type with an ‘X’*

|  |  |  |  |
| --- | --- | --- | --- |
| **Document Type** | **Authorize** | **Document Type** | **Authorize** |
| Contracts |  | Procurements |  |
| Resolution/Ordinance – *As approved by the Board of County Commissioners* |  | Interoffice or Interdepartmental Correspondence *(memoranda, letters, reports, and forms)* |  |
| Public Defense Documents |  | Travel Reimbursements |  |
| Timesheets |  | Vendor Payment Claims |  |
| Employee Reimbursement *(not travel)* |  | Mileage Reimbursements |  |
| Travel Plans Prior to Departure |  | Lodging Amounts up to 150% |  |
| Budget Amendment/Transfer Requests |  | Journal Entry Requests |  |
| Modify Invoice Requests |  | Approve Warrant Voids |  |
| Pick Up Warrants |  |  |  |
| Other:  |  |  |  |

Office/Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signed By (Chairman of Board/Elected Official/Department Director/Designee – Circle One)*

Effective Date *(Must Be Updated Annually or as Authorization Changes)*: \_\_\_\_\_\_\_\_\_\_\_\_\_

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will follow all legal requirements and requirements as set for in Thurston County policy (ADD POLICY NUMBER/NAME FINAL) as it pertains to electronic signatures.

Signature of Authorized Signer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_