

REPORT OF GENERAL MANAGER

APPROVED
MAY 7 2008

NO. 08-127

DATE May 7, 2008

C.D. All

BOARD OF RECREATION
and PARK COMMISSIONERS

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SUBJECT: SIGNATURE AUTHORITY FOR ACCOUNTING DOCUMENTS –
ACTING CHIEF ACCOUNTING EMPLOYEE

R. Adams	_____	J. Kolb	_____
H. Fujita	_____	*F. Mok	<u>Fm</u>
S. Huntley	_____	K. Regan	_____
V. Israel	_____	M. Shull	_____


General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board adopt a resolution to revise the list of employees authorized to assume the function listed below:

- In the absence of the Chief Accounting Employee, the following individual is authorized to act in place of the Acting Chief Accounting Employee for the purpose of signing and approving accounting documents only; however, no individual can sign in two capacities on the same document:

ADD: Blas Rafols, Senior Accountant

DELETE: Zenaida Go, Senior Accountant

SUMMARY:

The addition and deletion (due to employee transfer to another department) of the above-named staff members necessitate an updating of the list of Division employees authorized to sign Accounting documents in the absence of the Chief Accounting Employee, in order to prevent delays in the Accounting process.

FISCAL IMPACT STATEMENT:

There is no impact to the Department's General Fund.

Prepared by Eleanor Chang, Grants Accounting Section, Finance Division