

TO: CITY MANAGER

1998 August 07

FROM: DIRECTOR FINANCE

SUBJECT: SIGNING OFFICERS - BANK

PURPOSE: To change signing officers on City bank accounts.

RECOMMENDATIONS:

1. THAT the signing officers for the operating investment transaction account, the operating disbursement account, the capital investment transaction account, the capital disbursement account, the U.S. bank account, and the MasterCard bank account be as follows:

R. A. Earle, D. Jorgenson, D. A. Sparks, C. A. Reynolds, R. Tan, the Mayor, any two of them; and

2. THAT the signing officers for the payroll bank account be as follows:

R. A. Earle, D. Jorgenson, D. A. Sparks, C. A. Reynolds, R. Tan, any one of them for up to and including \$3,500.00 and any two of them for over \$3,500.00.

REPORT

The retirement of Michael Lewis makes it necessary to amend the bank account signing officers to include Roger Tan, Financial Analyst.

Council's approval of this recommendation is requested.


for
Rick Earle
DIRECTOR FINANCE

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