



**TO:** SOUTHERN NEVADA DISTRICT BOARD OF HEALTH

**DATE:** May 28, 2009

**RE:** *Approval of Change in Board Policy for Signatures on the Accounts Payable Registers*

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**PETITION #23-09**

That the Southern Nevada District Board of Health approve the change in Board Policy to obtain the signature of the Board of Health Chair or designee on the accounts payable registers.

**PETITIONERS:**

Mars Patricio, Jr., *Financial Services Manager*  
Scott Weiss, *Director of Administration*  
Lawrence Sands, DO, MPH, *Chief Health Officer*

**DISCUSSION:**

It has been the practice to have both the Chief Health Officer or designee and the Board of Health Chair or designee to sign the accounts payable registers weekly before checks can be distributed to vendors/payees. The signed registers are brought before the Board of Health each month for approval on the Consent Agenda. It is often difficult to have one of the three Board officers available each Friday to sign the registers in order to release checks to vendors/payees.

As the Board continues to approve the accounts payable registers, it is deemed not necessary to have the Board Chair or designee sign the registers each week. The registers will be signed each week by the Chief Health Officer or designee and presented monthly to the Board for review and approval.

**FUNDING:**

No funding is required for this action.