



# COUNTY OF EL DORADO, CALIFORNIA

## BOARD OF SUPERVISORS POLICY

Subject:  Contract, Memoranda of Understanding, and Policy Exceptions	Policy Number:  B-18	Page Number:  1 of 1
	Date Adopted: 6/30/2020	Effective Date: 6/30/2020

### I. PURPOSE

The purpose of this policy is to delegate authority to the Chief Administrative Officer and the Auditor-Controller to resolve payments that are approved by a Department Head but do not comply with the procedural requirements of the relevant policies, contracts or Memoranda of Understanding.

Under current policies and processes, when a department does not follow the specific procedural requirements of a policy, contract, Memoranda of Understanding or other governing document, the Auditor-Controller is not permitted to pay the amount in question. This results in delays and increased staff costs attempting to resolve the matter, including possibly taking payment requests for immaterial amounts of money to the Board of Supervisors for approval.

### II. POLICY

In the event a Department Head authorizes payment for an expense that does not adhere to the specific procedural requirements of a policy, contract, Memoranda of Understanding or other governing document, the Chief Administrative Officer and Auditor-Controller are delegated the authority to resolve and allow payment for any amount not to exceed \$1,000 when in their combined judgment the cost of otherwise resolving the matter would be more expensive than authorizing payment. It is believed that process will save the county money and therefore provide a public benefit.

### III. REFERENCES

County Policy, Contracts and Memoranda of Understanding

### IV. RESPONSIBLE DEPARTMENT

Chief Administrative Office  
Auditor-Controller's Office

### V. DATES ISSUED AND REVISED; SUNSET DATES:

<b>Issue Date:</b>	6/30/2020	<b>Sunset Review Date:</b>	6/30/2023
<b>Revision Date:</b>	N/A	<b>Sunset Review Date:</b>	N/A