

CALHOUN COUNTY  
BOARD OF COMMISSIONERS  
POLICY STATEMENT

<b>SUBJECT:</b>  PROCEDURE FOR APPROVAL OF CONTRACTS, BONDS AND OTHER DOCUMENTS	<b>DATE APPROVED:</b>  09/02/93	<b>EFFECTIVE:</b> Immediately	<b>POLICY NO.</b> 235
		<b>REPLACES:</b> 235--1/22/91	
<p>All contracts, bonds, bid specifications and other official documents of Calhoun County requiring the signature of county officials will be referred to the office of the County Administrator for review prior to letting for bid or execution. The County Administrator shall review the document or contract for accuracy and content, and shall ensure that the same has been reviewed by legal counsel before the matter is presented to the Board of Commissioners for consideration. The document or contract, a draft resolution and two copies of each shall be provided to the office of the County Administrator for review.</p> <p>If required, signatures will be executed by the Chairperson of the Board of Commissioners and the County Clerk-Register, who are the authorized signatories on behalf of Calhoun County, unless otherwise specified by resolution of the Board of Commissioners. In the event of the absence, illness or disability of either the Chairperson or the Clerk-Register, then the Vice-Chairperson, or a Chief-Deputy to the Clerk-Register are respectively authorized and directed to sign such documents on behalf of Calhoun County.</p> <p>All original contracts, bonds and other official documents are to be kept by the Clerk-Register, and copies provided for the files of the Board of Commissioners and the County Administrator. Responsibility for submission and distribution of attested or certified copies remains with the party requesting action on the matter. If an original signature is required by the requestor, then sufficient copies for execution are required to be provided at the time of submission.</p>			