



Nice Matters!

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January 14, 2020

**MEMO TO:** Mayor Barber and Board of Commissioners  
**FROM:** Laura Rotchford, Finance Director  
**SUBJECT:** Resolution Authorizing the Use of Electronic Signatures

The Board of Commissioners is asked to approve the attached resolution authorizing the use of electronic signatures.

As part of the implementation process with the Town's new enterprise resource planning system software upgrade with Tyler Technologies, Town staff is recommending the utilization of the software feature of electronic signatures for the process of printing checks and printing purchase orders.

As always, Town staff continues to strictly follow the regulations outlined in the Local Government Budget and Fiscal Control Act, of Chapter 159 of the NC General Statutes. In following these regulations, the Finance Director and Town Manager both sign printed checks. Additionally, the Finance Director signs the preaudit certificate on all purchase orders and expenditure documents as required by the statutes. As the Town has grown over the years, this current manual process is handled on hundreds of documents monthly.

Staff is confident in the password security and the Town's internal controls in implementing the new electronic signature process via the software upgrade. We anticipate improvements in efficiency in implementing this administrative procedure.

I recommend approval of the attached resolution.