

ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH SERVICES
BOARD OF CUYAHOGA COUNTY (ADAMHS BOARD)

POLICY STATEMENT

SUBJECT: APPROVAL OF EXPENDITURES

EFFECTIVE DATE: September 29, 2021

PURPOSE

To assure that all expenditures and restrictions on such expenditures are in accordance with applicable laws.

POLICY

It is the policy of the ADAMHS Board to authorize its Chief Executive Officer (CEO) or his/her designee to approve all bills for payment and to authorize the Cuyahoga County Fiscal Officer to issue warrants to pay the ADAMHS Board's obligations, provided such payments are consistent with the ADAMHS Board's approved budget submitted pursuant to Ohio Revised Code section 340.08.

ADAMHS Board funds shall only be expended after authorization of the CEO or his/her designee's recommendation for payment.

RESPONSIBILITIES

ADAMHS Board of Directors:

- Delegate to the CEO the responsibility for the approval of bills for payment.
- Approve any and all persons to whom the CEO has delegated the responsibility for the approval of bills for payment.

FINANCE AND OPERATIONS COMMITTEE:

- Introduce a motion to the Board for the acceptance of the report of approved payments.

CHIEF EXECUTIVE OFFICER OR BOARD APPROVED DESIGNEE:

- Review bills for payment in accordance with contracts and budget.
- Sign vouchers approving the County Fiscal Officer release of funds.
- Develop written procedures for the implementation of this policy.
- Monitor and periodically review the implementation of procedures and process for the approval of expenditure of funds.

Supersedes and retires: Approval of Expenditures, March 22, 2017.

Reference: Ohio Revised Code 340.041(I), 340.08, 340.10 and 5705.41.

DocuSigned by:

 Rev. Benjamin F. Gohlstin, Sr.
 ADAMHS Board Chair

September 29, 2021

Approval Date

DocuSigned by:

 Scott S. Osiecki
 ADAMHS Board Chief Executive Officer

September of 2024

Review Date