**-WASHINGTON STATE CONSERVATION COMMISSION**

**GRANTS PROGRAM**

**BI 19-21 AUTHORIZED SIGNATURES FORM**

***This form needs to be updated when there is a change in supervisors or staff authorized to sign the documents below and send a copy to the Conservation Commission. Keep the original in the district files.***

***Instructions: Vouchers, Contracts, Amendments, Cost Share Application/Agreements and Partial Payment Request forms signed by unauthorized persons will be returned and voucher payments may be delayed.***

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**To: Conservation Commission**

**From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Conservation District**

**Subject: Authorized District Representatives**

**Only the Chair and Vice Chair are authorized to sign the Master Contract and SCC Contracts.**

**Name, Position: Signature:**

**Chair**

**Vice-Chair**

**The following Board Members are authorized by the Board of Supervisors to sign district manager’s time sheet and travel vouchers.**

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**The following persons are authorized by the Board of Supervisors to sign or submit online forms for travel vouchers, addendums, invoice vouchers, grant documents, timesheets and grant close out forms. *(The representatives must be bonded by the District).***

**Name, Position: Signature:**

**The following persons are authorized by the Board of Supervisors to sign Cost Share Application/Agreement and/or submit online Partial Payment Request forms to certify application approval, project implementation checked, and project completion.**

**Name, Position: Signature:**

## Updated 06/07/18