



DALLAS COUNTY

County Auditor

SUBJECT: Authorizations for electronic cash disbursements through the special funds. Electronic disbursements include system generation/signature of checks and electronic funds transfer (EFTs) through a banking system. Statutorily required counter-approval by County Auditor and County Treasurer will be applied prior to actual release of any funds.

The following individuals are specifically authorized by the undersigned County Official to initiate and/or approve requests causing electronic cash disbursements. As a measure to reduce fraud, designated individuals have been cautioned to closely safeguard all credentials allowing access to the system, including but not limited to IDs and passwords, which are considered the equivalent to electronic signatures, under the same security protocol one would safeguard access to cash or other County assets.

The County Auditor's office will be notified in a timely manner when changes occur in the authorized list which stands as follows:

Fund Number

Fund Name

By signing, the following designated individuals accept notice that they will be held as legally bound by an e-signature as they would by a hand written signature and should take all steps to protect such signature, including immediately reporting any suspicion or evidence of compromise to the sufficient level of authority.

Print Name of Designee

Signature of Designee

Fund Authorized

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature of County Official

Date

County Office

Department Number