

**AMENDED
POLICY NO. 84**

**BOARD OF COUNTY ROAD COMMISSIONERS
OF THE COUNTY OF ST. CLAIR**

SUBJECT: AUTOMATED CLEARING HOUSE TRANSACTIONS

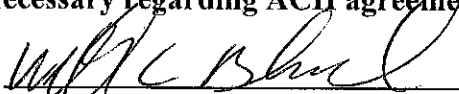
AMENDED: September 20, 2022

Legal Citation: Act 738 of Public Acts of 2002


On July 15, 2003, the Board of County Road Commissioners of the County of St. Clair approved Resolution No. 03-29 authorizing electronic transactions and appointing an Electronic Transactions Officer.

Guidelines for implementing Automated Clearing House Transactions (ACH) are hereby approved as follows:

- a. The Deputy Managing Director has been designated as the Electronic Transactions Officer (ETO) and is responsible for the Road Commission's ACH agreements, including payment approval, accounting, reporting, and generally for overseeing compliance with the ACH policy.**
- b. The Electronic Transactions Officer hereby designates the Accounting Supervisor as the employee responsible for disbursement of funds and she/he shall submit to the Road Commission documentation detailing the goods or services purchased, the cost of the goods or services, the date of the payment, and the department levels serviced by payment. This report can be contained in the electronic general ledger software systems of the Road Commission or in a separate report to the St. Clair County Board of Road Commissioners.**
- c. Maintain a system of internal accounting controls to monitor the use of ACH transactions made by the Road Commission.**
- d. The Electronic Transactions Officer shall approve all ACH invoices before payment.**
- e. The Electronic Transaction Officer shall be responsible for any other matters considered necessary regarding ACH agreements.**



William L. Blumerich, Chairman



William Hazelton, Managing Director

Adopted: 08/19/03