

RESOLUTION NO. BHO 16-10

**A RESOLUTION ESTABLISHING THE PROCESS FOR VOUCHERS
TO THE THURSTON-MASON BEHAVIORAL HEALTH ORGANIZATION (TMBHO)**

WHEREAS, it is to the benefit of TMBHO to process invoices via the voucher processing procedure in a timely manner in compliance with WAC 42.24.080, 42.24.090, and 42.24.180, and

WHEREAS, the Thurston-Mason Behavioral Health Organization (TMBHO) Governing Board holds one (1) regular scheduled meeting per month in which the vouchers are reviewed and approved, and

WHEREAS, invoices due prior to the next scheduled monthly Governing Board meeting are due and payable within a limited amount of time,

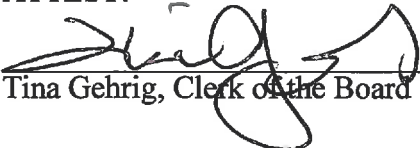
WHEREAS, TMBHO shall enact the following policies and procedures pursuant to RCW 42.24.180:

1. All routine operating claims against TMBHO will be reviewed by the TMBHO Fiscal Manager or designee;
2. A blanket voucher shall be prepared by the TMBHO Financial staff for each claim and reviewed and signed by the TMBHO Fiscal Manager, respecting submission and payable dates of the Thurston County Auditor's Office. The blanket voucher will bear a continuing unique I.D. number and each invoice will be coded according to the Washington State Business Accounting and Reporting System (BARS);
3. Vouchers will be approved and certified by the TMBHO Administrator or designee and shall be submitted weekly or bi-weekly as scheduled by the Thurston County Auditor;
4. The TMBHO Governing Board shall review and approve the claims paid at its regularly scheduled public meeting; and
5. If the TMBHO disapproves some claims, the Financial Manager and Signing Officer will recognize these claims as receivables of TMBHO and will pursue collection diligently until the amounts are either collected, or TMBHO Governing Board approves the claims.

NOW THEREFORE BE IT RESOLVED that the Thurston-Mason Behavioral Health Organization Governing Board vest their authority in the TMBHO Administrator, or his designee to audit, approve, and certify all vouchers prior to issuance of warrants.

ADOPTED by the Board of the Thurston-Mason Behavioral Health Organization, at a regular meeting thereof held on the 19th day of October, 2016

ATTEST:


Tina Gehrig, Clerk of the Board

Thurston-Mason Behavioral Health
Governing Board


Bud Blake, Chair

Approved As To Form:
Jon Tunheim, Prosecuting Attorney


Terri Jeffreys, Vice-Chair


Cathy Wolfe, Commissioner