

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 10/22/2025

Staff Report No. 25-500

TO: AC Transit Board of Directors
FROM: Salvador Llamas, General Manager/Chief Executive Officer
SUBJECT: BP 352 - Payment of Expenditures: Signature Authorization

BRIEFING ITEM

AGENDA PLANNING REQUEST: ☐

RECOMMENDED ACTION(S):

Consider a review of Board Policy No. 352 - Payment of Expenditures: Signature Authorization with no amendments.

Staff Contact:
Chris Andrichak, Chief Financial Officer

STRATEGIC IMPORTANCE:

Goal - Financial Stability and Resiliency
Initiative - Financial Efficiency and Revenue Maximization

Financial policies shall be reviewed on a routine basis.

BUDGETARY/FISCAL IMPACT:

There is no budgetary or fiscal impact associated with this report.

BACKGROUND/RATIONALE:

This policy is to promote the District's financial control environment through specifying the persons who are authorized to approve a banking or investment transaction or account and providing guidelines for the appropriate signature authority. Staff has reviewed the policy and has determined that no updates are needed at this time.

ADVANTAGES/DISADVANTAGES:

This report does not recommend a course of action with notable advantages or disadvantages.

ALTERNATIVES ANALYSIS:

Staff found no practical alternatives to the course of action recommended in this report.

PRIOR RELEVANT BOARD ACTION/POLICIES:

SR 23-451a 10/25/2023

ATTACHMENTS:

1. Board Policy 352

Prepared by:

Sue Lee, Director of Revenue Management

Approved/Reviewed by:

Chris Andrichak, Chief Financial Officer

Aimee L. Steele, General Counsel/Chief Legal Officer