

 <p>POLICY</p>	Applicability Department Wide		
	Effective Date December 4, 2019	Page Number 1 of 2	Policy Number 12.4.2019
	Signature Authority		

Approved


 Allyson Brooks, Director
 State Historic Preservation Officer

12.4.2019
 Date Signed

Purpose

To ensure the efficient operation of the Department of Archaeology and Historic Preservation (DAHP) by providing guidelines for the appropriate signature authority and delegation of authority required for various transactions and activities at DAHP.

Signature Authority

Unless otherwise indicated, the Director and/or Deputy Director have signature authority on all documents.

- Rulemaking authority is to remain with the Director.
- The Director or the Deputy Director must approve all notifications regarding conflict of interest and outside employment.
- The Director approves all personnel actions. The Director or the Deputy Director shall ensure that employees have been briefed on personnel plans. The employees' briefing should be consistent with allotment and FMR information. Two exceptions to this requirement are:
 - Dismissals must be approved by the Director.

Note: dismissals are not the typical *Off Payroll* actions when an employee terminates or leaves the agency of their own accord. For example, temporary or intermittent hires regularly terminate by a Deputy Director's authority.

 - The Director approves all out-of-state travel requests for employees within the agency.
 - The Director approves all out-of-country travel.
 - Requests for out-of-country travel should be delivered to the Director's Office a minimum of six weeks prior to the travel in question.
 - After the travel has been approved, it is then forwarded to the Governor's Office for approval. It is recommended that a full four weeks are allowed for this process.

Signature Authority

- The Director has signature authority on all fiscal documents and approves all Personal Services Contracts, project/grant related contracts, Memorandum of Understanding (MOU), Memorandum of Agreement (MOA), and Interagency Agreements. This includes all formal amendments or letters that alter the scope-of-work, funding commitments, or further refine the terms and conditions of the original contractual agreement.

DELEGATED AUTHORITY

The following people have delegated signature authority on the following Small Agency Services related documents:

All Fiscal Documents

- Greg Griffith, Deputy State Historic Preservation Officer
- Nicholas Vann, Deputy State Historic Preservation Officer

Exceeding Maximum Per Diem/50-Mile Rule

- Greg Griffith, Deputy State Historic Preservation Officer
- Nicholas Vann, Deputy State Historic Preservation Officer

A-19's/Invoices

- Beverly Ubias, Executive Assistant
- Hannah Armitage, Fiscal Analyst / Grants Manager

Travel Reimbursements

- Beverly Ubias, Executive Assistant
- Hannah Armitage, Fiscal Analyst / Grants Manager

A-45/Agency Transmittal

- Beverly Ubias, Executive Assistant
- Hannah Armitage, Fiscal Analyst / Grants Manager

Bi-Monthly Attendance Report

- Beverly Ubias, Executive Assistant
- Hannah Armitage, Fiscal Analyst / Grants Manager

Field Orders/Purchase Orders

- Beverly Ubias, Executive Assistant
- Hannah Armitage, Fiscal Analyst / Grants Manager

Payroll Journal

- Beverly Ubias, Executive Assistant
- Hannah Armitage, Fiscal Analyst / Grants Manager

Personnel Payroll Data Sheet (PPDS)

- Beverly Ubias, Executive Assistant
- Hannah Armitage, Fiscal Analyst / Grants Manager