

ATTACHMENT 1 DESIGNATION OF EXPENDITURE AUTHORITY

TO: Legislative Branch Financial Office

Authorizing Official Name:

Title:

Consolidated Entity:

In accordance with financial policy LEG FIN 1.11.01 entitled, “Expenditure Approval Authority,” this document serves as a formal designation of expenditure authority to the individual named below. The Financial Office is authorized to process expenditure approvals from the designee only within the scope and limits defined herein.

1. Designee Information

Name of Designee:

Title:

Consolidated Entity:

2. Scope and Limits of Authority

The designee is authorized to approve expenditures as follows:

Authorized Expenditure Types:

Maximum Approval Limit:

Restrictions/Exclusions:

3. Effective Period

This delegation of expenditure authority is effective from _____ through _____ within fiscal year _____. Any extension or modification requires a new delegation form. A new delegation form is required each fiscal year. If a new delegation form is not received, expenditure authority reverts to the persons authorized as named in Section 4 of the policy.

4. Authorization and Acknowledgment

By signing below, the authorizing official and designee acknowledge and agree to adhere to all applicable financial policies and procedures governing expenditure approvals.

Authorizing Official Name:

Signature:

Designee Name:

Signature: