



BULLETIN

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS

M - 2 - 11

Originators Serial No.

September 20, 2010

Date

Business Management Services

Originating Office

September 30, 2011

Cancellation Date

TO: Members, Executive Cabinet
Directors/Officers
All Principals

FROM: Chief Financial Officer

SUBJECT: Signature Authority Form - FY 2010-2011

- Purpose:** To implement guidelines for fiscal authority.
- Information:** The following signature authority and fiscal thresholds are in effect for Purchase Orders, i-Expense (employee reimbursements), and Disbursement Authority forms; more detailed information on acceptable use of Disbursement Authority forms is outlined in Bulletin S-1-09.

Position/Title	Purchase Order Threshold	i-Expense/ Disbursement Authority Threshold
Superintendent of Schools	Unlimited	Unlimited
Chief Financial Officer	Unlimited	Unlimited
Director of Purchasing	Unlimited	Unlimited
Deputy Superintendent	* \$50,000	* \$50,000
Chief Officer/Administrator	\$25,000	\$25,000
Area Executive Directors	\$25,000	\$25,000
Director/Officer	\$10,000	\$5,000
Principal	\$5,000	\$1,000

* Deputy Superintendent's signature authority is unlimited when signing in the absence of the Superintendent or CFO.

Purchase Orders, i-Expense (employee reimbursements), and Disbursement Authorities which exceed these thresholds will require the initials/or electronic approval (Oracle) of the originator before proceeding to the next level of authority for signature. In the event of an extended absence of an individual with signature authority, temporary authority may be granted to the person acting in his or her capacity by submitting a request in writing to the Chief Financial Office, or by forwarding the document to the next level of approval for signature, if an emergency situation exists.

Please complete the attached signature authority form and return it to:

Chief Financial Office
Business Management Services
Sasscer Administration Building - Room 116

(OVER)

Completed signature authority forms must be received from all authorized staff in order for documents to be processed. Please return of signed forms by October 15, 2010.

3. **Filing Instructions:** Retain until September 30, 2011.



Matthew E. Stanski
Chief Financial Officer

Attachment

Distribution: Lists 1, 2, 3, 4, 5, 6, and 11.



PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS

Purchase Order, i-Expense and Disbursement Authority
Authorization

Signature Authority Form

FY 2010-11

Name: _____
(Type or Print)

Position/Title: _____

Location: _____

Cost Center # (s): _____

Signature: _____

Initials: _____

Date: _____

NOTE: *In the event of personnel changes for authorized signers, a revised Signature Authority form must be completed and submitted immediately by the new incumbent to:*

Chief Financial Office
Business Management Services
Sasscer Administration Building - Room 116

Approved Disapproved

Date: _____

Chief Financial Officer