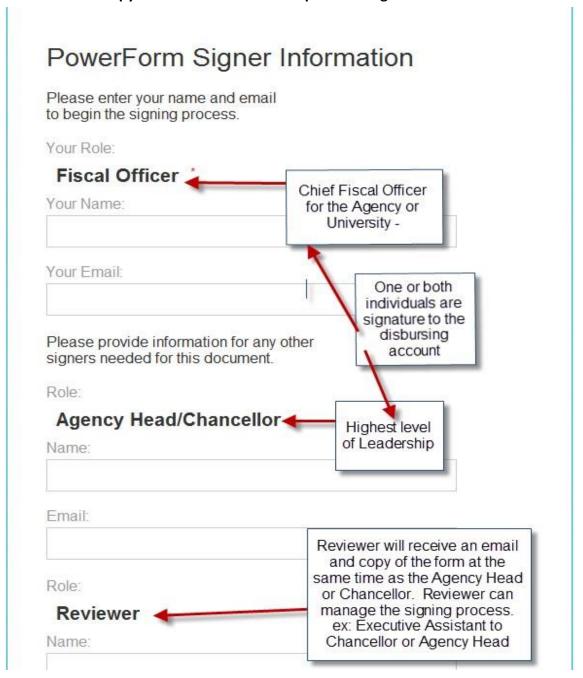
# **Delegation of Disbursing Authority**

## Frequently Asked Questions – Agencies & Universities

- 1. Who are the participants on the form?
  - a. Fiscal Officer, Agency Head or Chancellor, Reviewer (optional). The reviewer receives a copy of the form and is not required for signature.



#### 2. What are the red boxes in the form?

Required fields are designated by a red box. Type the required information in the field. The form will not process without data in the required field.

### State of North Carolina Office of the State Controller Delegation of Disbursing Authority – Agencies and Universities

Consistent with North Carolina General Statute §143B-426.40G, the North Carolina Office of th (OSC) does herewith delegate the authority to make disbursements through a disbursing account the State Treasurer to the (ager	
accordance with the following terms and conditions:	
<ol> <li>The agency/university shall exclusively use disbursing account(s) assigned by the State all disbursements.</li> </ol>	your Agency or
2. The agency/university shall designate individual(s) to submit requisition(s) into the G	University
Control System for deposit of funds into disbursing accounts.	
3 The agency/university shall requisition an amount equal to each corresponding payment of	vela and shall not

### 3. Will the form indicate where to sign?

Yes - The "Sign Here" indicator will direct you where to sign.

On behalf of the above named agency/university, the signatories agree to comply with the aforementioned terms and conditions and accept responsibility for ensuring strict compliance with this delegated disbursing authority.

(Agency Head/Chancellor)	(Date)
Sign	12/30/2016   09:00 AM EST
(Fiscal Officer)	(Date)

Click the yellow 'Sign' tab. Confirm that your name is spelled correctly and click 'Adopt and Sign'.

A red bar will appear at the bottom of the screen. Click the gray 'Finish' button to complete your part of the form. The form will now route onto the next person in the routing order.

#### 4. Who can I contact with questions?

Carmen Cargill carmen.cargill@osc.nc.gov or Alisha Moore alisha.moore@osc.nc.gov

Everyone in the routing order will receive a completed copy of the form once all parties have signed.