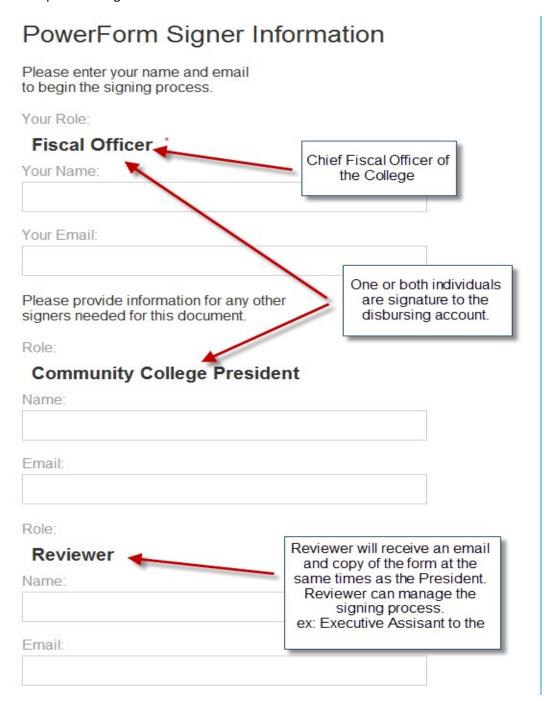
# **Delegation of Disbursing Authority:**

# Frequently Asked Questions – Community Colleges

### 1. Who are the participants on the form?

Fiscal Officer, President and 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 – Community Colleges

Consistent with North Carolina General Statute §14	3B-426.40G, the North Carolina Office of the State
Controller (OSC) delegates the authority to make d	isbursements through a disbursing account
established with the State Treasurer to the	(community college)
in accordance with the following terms and condition	ons:
1. The College Itali exclusively use the disbursing account(s) assigned by the State bursements of state funds.  2. The College bursements of state funds.  3. The College bursements of state funds.	
3. Will the form indicate where to sign	?
Yes – The "Sign Here" indicator will direct you where to sign.	
(Community College President)	(Date)
Sign	12/30/2016   09:14 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.

Who can I contact with questions?

Carmen Cargill <u>carmen.cargill@osc.nc.gov</u> or Alisha Moore <u>alisha.moore@osc.nc.gov</u>

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