

**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 the State Controller (OSC) does herewith delegate the authority to make disbursements through a disbursing account established with the State Treasurer to the \_\_\_\_\_ (agency/university) in accordance with the following terms and conditions:

1. The agency/university shall exclusively use disbursing account(s) assigned by the State Treasurer to make all disbursements.
2. The agency/university shall designate individual(s) to submit requisition(s) into the North Carolina Financial System (NCFS) for deposit of funds into disbursing accounts.
3. The agency/university shall requisition an amount equal to each corresponding payment cycle and shall not release said payments until verification from the North Carolina Financial System (NCFS) that the requisition has been approved.
4. The agency/university shall assure that the disbursing account balance at no time is in overdraft.
5. The agency/university assumes the responsibility for reconciling the disbursing account in accordance with guidelines issued by the State Treasurer.
6. In addition to the preceding terms and conditions the agency/university also acknowledges and agrees to:
  - a. Implement adequate internal controls over disbursements;
  - b. Adhere to agency/university’s approved cash management policy;
  - c. Comply with rules set forth in the State Budget Manual;
  - d. Pre-audit all vouchers presented for payment to determine:
    - legality of disbursement
    - validity & accuracy of payment
    - payment due date
    - adequacy of documentation supporting payment
  - e. Ensure adequate control of signature stamps/plates;
  - f. Ensure adequate control of negotiable instruments;
  - g. Correct major audit findings of the State Auditor; and
  - h. Adhere to all scheduled (daily, weekly, monthly, and annual) financial reporting requirements
7. Any change in any accounting system or subsystem of the State agency, as defined in G.S. 147-64.4(4), must receive prior approval by the Office of the State Controller.
8. This delegation may be revoked at the sole discretion of the State Controller if, in his/her opinion, the terms and conditions outlined above are not strictly adhered to.

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 Name)	(Signature)	(Date)
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(Fiscal Officer Name)	(Signature)	(Date)
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The above-named agency/university is granted disbursing authority in accordance with the terms and conditions set forth in this Agreement. The term of this delegation shall be from the date below and shall continue until notice in writing to the Agency Head/Chancellor from the State Controller that the delegation to disburse funds through a disbursing account is revoked or any of the signatories to the agreement no longer serves in his/her current capacity.

Linda Combs (State Controller Name)	(Signature)	(Date)
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