

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.

PowerForm Signer Information

Please enter your name and email to begin the signing process.

Your Role:
Fiscal Officer *

Your Name:

Your Email:

Please provide information for any other signers needed for this document.

Role:
Agency Head/Chancellor

Name:

Email:

Role:
Reviewer

Name:

Chief Fiscal Officer for the Agency or University -

One or both individuals are signature to the disbursing account

Highest level of Leadership

Reviewer will receive an email and copy of the form at the same time as the Agency Head or Chancellor. Reviewer can manage the signing process. ex: Executive Assistant to Chancellor or Agency Head

The form contains three main sections for signers. Each section has a role label, a name field, and an email field. Red arrows point from callout boxes to the role labels. The first callout box points to 'Fiscal Officer' and 'Chief Fiscal Officer for the Agency or University -'. The second callout box points to 'Agency Head/Chancellor' and 'Highest level of Leadership'. The third callout box points to 'Reviewer' and 'Reviewer will receive an email and copy of the form at the same time as the Agency Head or Chancellor. Reviewer can manage the signing process. ex: Executive Assistant to Chancellor or Agency Head'.

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 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 for all disbursements.
2. The agency/university shall designate individual(s) to submit requisition(s) into the Control System for deposit of funds into disbursing accounts.
3. The agency/university shall requisition an amount equal to each corresponding payment cycle, and shall not

Enter full name of your Agency or University

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)

Sign
↓

(Fiscal Officer)

(Date)

12/30/2016 | 09:00 AM EST

(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.