

Brian Sandoval  
Governor

James R. Wells, CPA  
Director



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Deputy Director

**STATE OF NEVADA  
GOVERNOR'S FINANCE OFFICE  
Budget Division**

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**All Agency Memo # 2018 – 09**

July 11, 2018

To: All Agencies

From: James R. Wells, Director  
Governor's Finance Office 

Subject: Signature Authorization and Delegation Policy and Process

In order to insure documents received by the Governor's Finance Office (GFO) have been approved and signed by authorized staff, we are instituting a signature authorization and delegation policy and process.

For the purpose of this policy, the director of a cabinet department is the appointing authority. For non-cabinet agencies, the executive director or similarly titled position is the appointing authority. Division administrators, or similarly titled positions, are not allowed to sign documents unless authority has been delegated by the appointing authority.

Certain documents may **NEVER** be delegated and must always be signed by the appointing authority. Those documents include:

- Interview and moving expense reimbursements;
- Emergency Work Programs;
- Settlement agreements;
- Interim Finance Committee Contingency Fund requests;
- Statutory Contingency Fund (Board of Examiners) requests; and
- Emergency and Disaster Relief Account allocations.

Other documents may be signed by delegates if the appointing authority has properly delegated signature authority for those documents. Documents which may be signed by designated staff include:

- Contract and contract amendment forms – including retroactive approval requests
- Authorizations to contract with current and/or former employees;
- Lease and lease amendment forms;
- NPD-4 forms (Request to Accelerate Salary);
- NPD-19 forms (Position Questionnaire);
- 15-day work programs;
- Authorization to receive a gift or donation;
- Action items for the Board of Examiners approval (except as noted under documents which must be signed by the appointing authority);
- Action items for the Interim Finance Committee approval (except as noted under documents which must be signed by the appointing authority);
- Nevada Executive Budget System user forms; and
- Requests to purchase state vehicles.

To delegate signature authority:

1. Complete the attached Budget Division Signature Authorization/Delegation Form for each department or agency. Each division of a department should have its own Budget Division Signature Authorization/Delegation Form.
2. If an appointing authority wishes to delegate signature authority for a division administrator, or similarly titled position, the appointing authority must use the “Other” box and write in the explanation line “Signature Authority”.
3. Add the effective date for the delegation.
4. Include the names of staff who have been delegated signature authority and a signature for each person listed on the form.
5. Check the appropriate boxes for each individual’s delegated authority.
6. The appointing authority will sign the bottom portion of the form.

The Budget Division Signature Authorization/Delegation Form will need to be updated when an employee’s delegated authority is added, changed or deleted.

Once the form has been completed, it will need to be submitted to the Budget Division either by inter-office mail or by email to [budget@finance.nv.gov](mailto:budget@finance.nv.gov) . The form will be distributed to the Executive Branch Budget Officer for that agency. Executive Branch Budget Officers will review future documents submitted to insure they have been signed by appropriately delegated staff.

**Initial forms should be submitted no later than July 27, 2018.**

**This policy will go into effect on August 1, 2018, after which documents signed by an individual who has not been delegated signature authority will be returned to the agency.**

Questions may be addressed to your assigned Executive Branch Budget Officer.

# Budget Division | Signature Authorization/Delegation Form

Agency Name: \_\_\_\_\_

Agency code: \_\_\_\_\_

Effective Date: \_\_\_\_\_

<b>Department Head ONLY</b> <b>Cannot be delegated</b>	Interview expenses	IFC Contingency requests
	Moving expenses	Statutory Contingency
	Emergency work programs	

Employee Name (Please Print)	<input type="checkbox"/>	Contracts/Amendments	<input type="checkbox"/>	Gifts/Donations
	<input type="checkbox"/>	Current/former employee	<input type="checkbox"/>	BOE Action Items
	<input type="checkbox"/>	Leases	<input type="checkbox"/>	IFC Action Items
	<input type="checkbox"/>	NPD-4	<input type="checkbox"/>	NEBS User Forms
	<input type="checkbox"/>	NPD-19	<input type="checkbox"/>	Other (explain below)
	<input type="checkbox"/>	15-day work programs		
Employee Signature				

Employee Name (Please Print)	<input type="checkbox"/>	Contracts/Amendments	<input type="checkbox"/>	Gifts/Donations
	<input type="checkbox"/>	Current/former employee	<input type="checkbox"/>	BOE Action Items
	<input type="checkbox"/>	Leases	<input type="checkbox"/>	IFC Action Items
	<input type="checkbox"/>	NPD-4	<input type="checkbox"/>	NEBS User Forms
	<input type="checkbox"/>	NPD-19	<input type="checkbox"/>	Other (explain below)
	<input type="checkbox"/>	15-day work programs		
Employee Signature				

Employee Name (Please Print)	<input type="checkbox"/>	Contracts/Amendments	<input type="checkbox"/>	Gifts/Donations
	<input type="checkbox"/>	Current/former employee	<input type="checkbox"/>	BOE Action Items
	<input type="checkbox"/>	Leases	<input type="checkbox"/>	IFC Action Items
	<input type="checkbox"/>	NPD-4	<input type="checkbox"/>	NEBS User Forms
	<input type="checkbox"/>	NPD-19	<input type="checkbox"/>	Other (explain below)
	<input type="checkbox"/>	15-day work programs		
Employee Signature				

Employee Name (Please Print)	<input type="checkbox"/>	Contracts/Amendments	<input type="checkbox"/>	Gifts/Donations
	<input type="checkbox"/>	Current/former employee	<input type="checkbox"/>	BOE Action Items
	<input type="checkbox"/>	Leases	<input type="checkbox"/>	IFC Action Items
	<input type="checkbox"/>	NPD-4	<input type="checkbox"/>	NEBS User Forms
	<input type="checkbox"/>	NPD-19	<input type="checkbox"/>	Other (explain below)
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Employee Name (Please Print)	<input type="checkbox"/>	Contracts/Amendments	<input type="checkbox"/>	Gifts/Donations
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	<input type="checkbox"/>	NPD-4	<input type="checkbox"/>	NEBS User Forms
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Employee Name (Please Print)	<input type="checkbox"/>	Contracts/Amendments	<input type="checkbox"/>	Gifts/Donations
	<input type="checkbox"/>	Current/former employee	<input type="checkbox"/>	BOE Action Items
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	<input type="checkbox"/>	NPD-4	<input type="checkbox"/>	NEBS User Forms
	<input type="checkbox"/>	NPD-19	<input type="checkbox"/>	Other (explain below)
	<input type="checkbox"/>	15-day work programs		
Employee Signature				

By signing this form, I acknowledge that GFO staff has the authority to approve the selected documents for the agency on behalf of the individuals listed.

Printed Name of Appointing Authority: \_\_\_\_\_

Signature of Appointing Authority: \_\_\_\_\_

**PRINT, COMPLETE, SIGN, SCAN & SUBMIT VIA E-MAIL TO: [Budget@finance.nv.gov](mailto:Budget@finance.nv.gov)**