

**612:1-3-10. Final signature authority [AMENDED]**

The Department of Rehabilitation Services recognizes the importance of efficient processing of resource and operations approval requests. At the same time, the Department must assure sufficient oversight of resource allocation in order to fulfill its obligations as a steward of public funds. The Department has therefore established a signature authority listing to delineate final approval levels for resource and operations approval requests. Delegation of final signature authority is limited to the next lower administrative level unless approved in writing by the Director. The administrator is to notify the appropriate administrative programs of delegations. Administrators have authority to approve actions within their areas of responsibility at all administrative levels below their own. The requests listed in (1) through (9) of this Subsection must continue to be reviewed and approved by the appropriate staff before presentation to the individual with final signature authority. There are additional resource and operations approvals unique to each administrative area that are stated in the policies established for that administrative area.

(1) **Director's signature.** The Director has final signature authority for items listed in (A) through (E) of this Paragraph.

(A) Sole source contracts.

(B) Initial contracts for \$250,000 or more.

(C) Notices of personnel action (may be delegated).

(D) Leave without pay requests for 90 days or more.

(E) Other actions as required by executive order, statute, etc.

(2) ~~Deputy Director~~**Chief of Staff.** ~~Deputy Director~~The Chief of Staff has final signature authority for items listed in (A) through (C) of this Paragraph.

(A) Initial contracts between \$100,000 and \$250,000.

(B) Initial contracts or interagency agreements which obligate the entire Department or more than one division.

(C) New brochures, forms, publications (electronic or printed), and videos produced for more than one division.

(3) **Division Administrator.** Division Administrators have final signature authority for items listed in (A) through (K) of this Paragraph.

- 46 (A) Initial contracts for less than \$100,000.  
47  
48 (B) New or revised interagency agreements involving the division.  
49  
50 (C) Administrative purchases costing \$10,000 or more (may be  
51 delegated). Computer purchases must be co-signed by the Administrator  
52 for Information Services.  
53  
54 (D) Requests for employee in-state travel (may be delegated).  
55  
56 (E) Requests for out-of-state employee travel.  
57  
58 (F) Final decisions for employee grievance resolution, other than  
59 discrimination complaints, and for adverse action after review by Human  
60 Resources.  
61  
62 (G) Leave without pay requests for less than 90 days.  
63  
64 (H) Brochures, forms, publications (electronic or printed), and videos  
65 produced for the division.  
66  
67 (I) Requests for internships or practicums for respective division.  
68  
69 (J) Memos for general distribution to the division.  
70  
71 (K) Grant proposals.  
72  
73 (4) **Executive and MSD Administrators.** Executive and MSD Administrators  
74 have final signature authority for items listed in (A) through (F) of this  
75 Paragraph.  
76  
77 (A) Office supply orders.  
78  
79 (B) Reorder of existing printed materials.  
80  
81 (C) MSD Unit administrative purchase requisitions under area of  
82 responsibility up to \$10,000. Computer purchases must be co-signed by  
83 the Administrator for Information Services.  
84  
85 (D) Administrative memos under area of responsibility.  
86  
87 (E) Policy Transmittals by the Administrator for Policy Development and  
88 Programs Standards.  
89  
90 (F) Requests for employee in-state travel.

91  
92  
93  
94  
95  
96  
97  
98  
99  
100  
101  
102  
103  
104  
105  
106  
107  
108  
109  
110  
111  
112  
113  
114  
115  
116  
117  
118  
119  
120  
121  
122  
123  
124  
125  
126  
127  
128  
129  
130  
131  
132  
133  
134  
135

(5) **Field Coordinators and Program Managers in DVR and DVS.** The Field Coordinators or Program Managers in Vocational Rehabilitation Services and Visual Services Divisions have final signature authority for administrative purchases up to \$10,000. Computer purchases must be co-signed by the Administrator for Information Services.

(6) **Program Managers in DVR and DVS.** Program Managers have final signature authority for items listed in (A) through (B) of this Paragraph.

(A) Office supply requisitions other than those available on the electronic ordering system.

(B) Reorder of existing printed materials.

(7) **Superintendents at OSB and OSD.** Superintendents have final signature authority for items listed in (A) through (J) of this Paragraph for the respective school.

(A) Initial contracts for less than \$100,000.

(B) Interagency agreements involving only the school.

(C) All administrative and educational purchases. Computer purchases must be co-signed by the Administrator for Information Services.

(D) Requests for all employee travel.

(E) Final decisions for adverse action after review by Human Resources.

(F) Final decisions for grievance resolutions, other than discrimination complaints.

(G) Leave without pay requests for less than 90 days.

(H) Requests for internships or practicums.

(I) Brochures, forms, publications (electronic or printed), and videos produced for the school.

(J) Grant proposals.

(8) **Supervisors at OSB and OSD.** Supervisors at OSB and OSD have final signature authority for items in (A) through (B) of this Paragraph for the respective school.

136  
137  
138  
139  
140  
141  
142  
143  
144  
145  
146  
147  
148  
149  
150

(A) Office supply orders.

(B) Reorder of existing printed materials.

(9) **Program Managers, Disability Determination Division.** Program Managers at the Disability Determination Division have final signature authority for the following items in (A) through (B) of this Paragraph.

(A) The Program Manager responsible for budgets, contracts, and purchases approves administrative purchases under \$10,000. Computer purchases must be co-signed by the Administrator for Information Services.

(B) Reorder of existing printed materials.