

Signature Authority Document

Document to be signed	Employee Group	Signature Authority	Records Retention and Reconciliation
Vacation, sick leave and time sheet forms	County Director	Regional Director	Regional Office
	Educator	Initialed by County Director and approved by Regional Director	Regional Office
	All other employees	County Director	Local Office
Check distribution reports (payroll certifications)	County Director	Regional Director	Regional Office
	Educator	Regional Director	Regional Office
	All other employees	County Director	Local Office
Personnel Change forms with offer letters/job change letters/funding change letters	County Director	Regional Director	Regional Office
	Educator	Regional Director	Regional Office
	All other employees	County Director	Local Office
Fiscal transactions (ex. Travel, payments requests, purchase orders)	County Director	Regional Director	Local Office
	Educator	County Director (Org Authorizer) of department being charged	Local Office
	All other employees	County Director (Org Authorizer) of department being charged	Local Office