

Delegated Authority Schedule

Financial Forms

Financial forms are to be signed by David Smith, ANR agent and Fiscal Contact. In the absence of David, and if he is unable to sign electronically, Jane Dow, 4H Agent is to sign these forms. In their absence, Betty Parker, FCS Agent is to sign these forms. In absence of all Extension Agents, Judy Parker, Staff Assistant can sign and let Edith Roads, Staff Assistant review. Financial forms for fiscal contact agent are signed by available staff members.

Document Review

Needed documents are to be reviewed by David Smith, ANR Agent and Fiscal Contact. In the absence of David, and if he is unable to review electronically, Jane Dow, 4H agent is to review these documents. In their absence, Betty Parker, FCS Agent is to sign these forms. In the absence of all Extension Agents, Judy Parker, Staff assistant can review and let Edith Roads, Staff assistant review also. Available staff member reviews for fiscal contact agent.

Mileage Logs

Mileage logs are to be signed by David Smith, ANR agent and Fiscal Contact. In the absence of David, and if he is unable to sign electronically, Jane Dow, 4H agent is to sign these logs. In their absence, Betty Parker, FCS Agent is to sign these forms. In the absence of all Extension Agents, Judy Parker, Staff Assistant can sign and let Edith Roads, Staff assistant review. Available staff member signs for fiscal contact agent.

Check Signers

Checks must have two signatures to be valid. All Extension District Board members are eligible check signers approved through EDB minutes and the bank. Check with the closest members to the office first. Betty Green and Tom Woods work in _____ (name of town), making them the easiest to contact to get signatures. If either of those are unavailable, check with _____ (list other names of EDB members authorized to sign).

Bank Deposits

The following county employees are authorized to transport deposits to the bank: Betty Green and Tom Woods.