

Department of Military and Veteran Affairs
Approving Officer Affidavit

I, _____ (print name), the undersigned, in accepting the responsibilities and authority accorded an Approving Officer of the State of Alaska, Department of Military and Veterans' Affairs, do hereby affirm to the best of my abilities, I shall perform those duties and responsibilities in accordance with the laws and regulations of the State of Alaska, the State Administrative Manual, and the Department of Military and Veterans' Affairs' operating procedures, and any and all direction from the Commissioner of the Department.

By signature on this form, I affirm I shall exercise independent judgment in deliberating the validity and appropriateness of the actions I am charged with approving. I will not permit undue influence to hamper the exercise of that independent judgment, nor shall I be capricious, dilatory, or malicious in dispensing that judgment. To the best of my ability, I will approve only those actions which are valid and appropriate within the scope of applicable state laws and regulations, administrative procedures and the facts surrounding the nature of the action. In extraordinary circumstances, I will document in writing those circumstances which compelled my approval of what might otherwise appear to be a non-valid and/or inappropriate action.

By signature on this form, I certify I have reviewed the Department of Military and Veterans' Affairs' Appointing Officer policies and procedures document and understand the responsibilities and authority accorded an Approving Officer. Additionally, I understand I will be held accountable in accordance with applicable Alaska State laws and regulations and may be required to make good to the state the amount of an illegal, improper, or incorrect payment or action resulting from a false, inaccurate, or misleading certification made by myself as the officer.

Approving Officer Signature

Date

Approving Officer Printed Name

Approving Officer Initials

Approving Officer Division

Approving Officer Title

Approving Officer PCN

Appointment of Authority (completed by Division Director or Designee)

The above-named Approving Officer shall have the following authority, as specified below, in accordance with all applicable state statutes, regulations, administrative codes, and Department policies and procedures:

Approval of Invoices for Payment not to exceed \$

Approval of Adjusting Journal Entries

Reimbursable Service Agreements not to exceed \$

Limit will be set by Division Directors or Designee but will not exceed \$300,000.

Travel Authorization for In-State travel only. In-State travel approval is delegated to Division Directors. Further delegation requires Commissioner approval. Out of State Travel can only be approved and/or delegated by the Commissioner.

Travel Reimbursement Authorization – Authority to approve final TA: Validate coding and claim is accurate and complete.

Manage Petty Cash (must be approved by Division of Administrative Services Finance Officer)

Approval of Personnel Documents

Programs these authorities apply to:

Please include any special conditions or other information pertinent to this request on an additional page.

NOTE: Each Approving Officer is responsible for the proper coding of financial transactions including funding structure and detailed accounting information.

Division Director or Designee Signature

Effective Date

If approved, please sign and date on the line below:

DAS Finance Officer or Designee Signature

Date

DAS Director or Designee Signature

Date

Department Commissioner or Designee (if required) Signature

Date

Effective Date: 02/08/2022

Approving Officer Authorities Defined

Invoices with not to exceed amount: Authority to approve the processing of invoices, credit memos, etc. up to an established amount determined by the Division Director or Designee. The authority to approve invoices does not give the Officer approval to make purchases under this authority. Purchasing authority is delegated under a Delegation of Purchasing Authority and is managed by the Procurement Office. Approving Officers are charged with the responsibilities stated under this SOP, subject to all dollar amounts and authority levels.

Adjusting Journal Entries: Authority to approve adjusting journal entry requests for submission to fiscal to correct accounting issues. This would include items such as moving an expense from one program to another, correcting program or activity codes, reallocating funds, etc.

Reimbursable Service Agreements: Authority to enter into a Reimbursable Service Agreement for the Approving Officer's division only. This authority does not give the Officer approval to enter into agreements valued at more than \$300,000 total over the life of the agreement.

Travel Authorization: Authority to approve travel requests for employees traveling in-state. In-State travel authority has been delegated from the Commissioner's Office to Division Directors and can be delegated to an Approving Officer. Out of State travel cannot be approved by anyone other than the Commissioner or their Designee.

Travel Reimbursement Authorization: Authority to approve a final travel authorization after completion of travel for submission of payment/reimbursement for employee. This authority does not give the Officer authority to approve the initial travel authorization request, only validate coding and confirm the claim is valid and approved for reimbursement.

Petty Cash: Authority to manage a petty cash bank for the Division under instruction of the Division of Administrative Services Finance Officer.

Personnel Documents: Authority to approve employee clearance forms, performance evaluations, personnel action requests, FMLA paperwork, and other personnel related action items for the Division.