DEPARTMENT OF ADMINISTRATION - APPROVING AUTHORIZATION FORM

Division: Select Your Division Location:

**Approving Officer Affidavit**

I,       (**print name and employee ID number**), in accepting the responsibilities and authority accorded an Approving Officer of the State of Alaska, Department of Administration, do hereby affirm that to the best of my abilities, I shall perform those duties and responsibilities in accordance with the laws of the State of Alaska, the State of Alaska Administrative Manual, the Department of Administration’s Accounting Office Policies and Procedures, and directions from the Commissioner or Division of Administrative Services.

I affirm that 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, administrative procedures and the facts surrounding the nature of that action. In extraordinary circumstances, I will document in writing those circumstances which compelled my approval for what might otherwise appear to be a non-valid and/or inappropriate action.

I have reviewed the Department of Administration’s Accounting Office Policies and Procedures and understand the responsibilities and authority accorded an approving Officer.

I understand that I will be held accountable in accordance with AS 37.10.030 and AS 37.10.040, which state in part:

 Section 37.10.030.

 The officer or employee approving or certifying a voucher

1. is responsible for the existence and correctness of the facts recited in the certificate or stated on the voucher or its supporting papers and for the legality of the proposed payment under the appropriation or fund involved;
2. shall be held accountable for and required to make good to the state the amount of an illegal, improper, or incorrect payment

 resulting from a false, inaccurate, or misleading certificate made by the officer or employee, or a payment prohibited by law or

 which does not represent a legal obligation under the appropriation or fund involved.

Section 37.10.040. The liability of a certifying officer or employee is enforced in the same manner as provided by law with respect to enforcement of the liability of a disbursing and other accountable officer.

       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approving Officer Signature Title Date

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approving Officer Printed Name Approving Officer Initials

**Division and Department Approval**

The above named approving officer shall have the following authority as specified below in accordance with the Alaska Administrative Manual and the Department of Administration’s accounting policies and procedures.

|  |  |  |
| --- | --- | --- |
| [ ]  Invoices **(not to exceed Select Your Amount)** |  |  |
| [ ]  Correcting Agency Journal Entries |  | [ ]  Reimbursable Service Agreements |
| [ ]  Travel Authorizations – Initial approval to travel: For travel on Approved Travel Spending Plans (TSP). Any travel not on the TSP requires Commissioner’s Office approval. |
| [ ]  Travel Authorizations - Authority to approve a final TA: Validate financial coding and that the claim is accurate and complete. |
| [ ]  Out of State Travel (Commissioner’s Use Only) |

**Please note special conditions:**

**NOTE: Each division is responsible for determining appropriate financial coding of accounting transactions.**

Division Approval: Date

 (Director or Director Designee)

Department Approval: Date

 (DAS Director or Director Designee)

Commissioner Approval: Date

 (Commissioner or Commissioner Designee)

Distribution List

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