



AKPAY CERTIFYING OFFICER AND USER AFFIDAVIT

In accordance with AS 37.05.020 the Department of Administration requires documents to be certified by a certifying officer for that agency prior to processing. A certifying officer is a department head (commissioner) or a responsible representative designated by a department head. Each certifying officer will have a duly executed Certifying Officer's Affidavit on file with the Division of Finance, Department of Administration.

The following statutes pertain to the certifying function and to the responsibilities of certifying officers in AKPAY. Regulations implementing these statutes are found in the State of Alaska Administrative Manual. If you have viewing authority in AKPAY, the following statutes apply: 11.56.860 and 39.25.080. If you have update authority in AKPAY, all of the following statutes apply.

Sec. 11.56.210. Unsworn falsification. (a) A person commits the crime of unsworn falsification if, with the intent to mislead a public servant in the performance of a duty, the person submits a false written or recorded statement which the person does not believe to be true

- (1) in an application for a benefit; or
 - (2) on a form bearing notice, authorized by law, that false statements made in it are punishable.
- (b) Unsworn falsification is a class A misdemeanor. (§ 6 ch 166 SLA 1978).

Sec. 11.56.860. Misuse of confidential information. (a) A person who is or has been a public servant commits the crime of misuse of confidential information if the person

- (1) learns confidential information through employment as a public servant; and
 - (2) while in office or after leaving office, uses the confidential information for personal gain or in a manner not connected with the performance of official duties other than by giving sworn testimony or evidence in a legal proceeding in conformity with a court order.
- (b) As used in this section, "confidential information" means information which has been classified confidential by law.
- (c) Misuse of confidential information is a class A misdemeanor. (§ 6 ch 166 SLA 1978).

Sec. 37.10.010. Disbursements. The Department of Administration shall (1) disburse money only upon vouchers certified by the department, establishment, or agency concerned, or an officer or employee of it authorized in writing to certify the vouchers; (2) make an examination of vouchers necessary to ascertain whether they are in proper form, certified and approved, computed on the basis of the facts certified; and (3) be held accountable accordingly. (§ 12-3-1 ACLA 1949).

Sec. 37.10.020. Vouchers to be approved by administrative officer. A voucher arising from the conduct of an office or administration of the state shall be approved by the administrative officer before reference to the Department of Administration for payment. (§ 12-3-2 ACLA 1949).

Sec. 37.10.030. Responsibility of officer or employee approving or certifying voucher. (a) 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 give bond in the form and manner prescribed by AS 39.15 to the state, and approved by the Department of Administration, in an amount fixed by the head of the department, agency, or establishment concerned, under standards prescribed by the Department of Administration; the premium on the bond shall be paid from funds made available for the administrative costs of the department, agency, or establishment concerned; officers already bonded under other provisions of law for the faithful performance of their duties are not required to give additional bond; and
 - (3) 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.
- (b) In (a) of this section, an approval or certification of a voucher is effective when an authorized person uses a password assigned by the department if the certification or the voucher itself is prepared and recorded by using an electronic accounting device that is a part of the computerized state accounting systems. (§ 12-3-3 ACLA 1949; am § 3 ch 51 SLA 1985).

Sec. 37.10.040. Enforcement of liability. 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. (§ 12-3-4 ACLA 1949).

Sec. 39.25.080. Personnel records confidential; exceptions.

(a) State personnel records including employment applications and examination and other assessment materials, are confidential and are not open to public inspection except as provided in this section.

(b) The following information is available for public inspection, subject to reasonable regulations on the time and manner of inspection.

- (1) the names and position titles of all state employees;
- (2) the position held by a state employee;
- (3) prior positions held by a state employee;
- (4) whether a state employee is in the classified, partially exempt, or exempt service.
- (5) the dates of appointment and separation of a state employee; and
- (6) the compensation authorized for a state employee.

(c) A state employee has the right to examine the employee's own personnel files and may authorize others to examine those files.

(d) An applicant for state employment who appeals an examination score may review written examination questions relating to the examination unless the questions are to be used in future examinations.

