



## USER INFORMATION

AGENCY NAME: \_\_\_\_\_

EMPLOYEE LEGAL NAME: \_\_\_\_\_

EMPL ID NUM: \_\_\_\_\_

In accordance with State of Alaska Statutes (AS), the Department of Administration requires a certifying officer's approval for an employee to have the ability to sign field warrants. 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 Field Warrant Certifying Officer Affidavit on file with the Division of Finance, Department of Administration.

[AS 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).

[AS 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).

[AS 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).

I have read the attached Statutes that pertain to the certifying function. I accept the duties and responsibilities of a certifying officer /user for the transactions and departments indicated. I am aware that certifying false, inaccurate or misleading transactions constitutes an unsworn falsification punishable under [AS 11.56.210](#). I am aware that use of confidential or sensitive information in a manner not connected with the performance of my duties is a class A misdemeanor.

## CERTIFYING OFFICER

PRINTED LEGAL NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## APPOINTING AUTHORITY

PRINTED LEGAL NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**The Division of Finance must be notified immediately on revocation of delegated authority.**

Submit an updated form to the Division of Finance

**Email:** DOA.DOF.System.Security@alaska.gov

**Fax:** (907) 465-2169