

SECTION 2: AKSAS SECURITY & AUTHORITIES
EXHIBIT 2.A: APPROVING OFFICER AUTHORIZATION

Approving Officer Authorization

Department of _____

Name: _____ Division: _____

Approving Officer Signature: _____

Effective _____, the individual named above will have the responsibility and authority as specified below, in accordance with the Department of _____ accounting policies and procedures.

_____ Agency Journal Entries
_____ Agency Receipts
_____ Invoices

Collocation codes, programs, CIP projects, dollar limits, etc. are specified by the Division of _____ as follows:

Recommending Authority: _____

Title: _____ Date: _____

SECTION 2: AKSAS SECURITY & AUTHORITIES
EXHIBIT 2.E: APPROVING OFFICER AFFIDAVIT

Approving Officer Affidavit

Department of _____

I, _____, in accepting the responsibilities and authority accorded an Approving Officer of the State of Alaska, Department of _____, 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 Administrative Manual, the Department of _____'s Accounting Office Policies and Procedures, and directions from the Commissioner or Division of Administrative Services.

I affirm that I shall exercise independent judgement 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 judgement, nor shall I be capricious, dilatory, or malicious in dispensing that judgement.

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 of what might otherwise appear to be a non-valid and/or inappropriate action.

I have reviewed the Department of _____'s Accounting Office Policy 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 in part state:

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 for the legality of the proposed payment under the appropriation of 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 him, or a payment prohibited by law or which does not represent a legal obligation under the appropriation of 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 officers.

Signed: _____ Date: _____