

Delegation of Authority for Procurement Requisitions

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1. Introduction. The purpose of this supplement is to establish and define delegated authority for the approval of procurement requisitions in the Alaska Region.

2. Definitions.

Approving Official is a designated individual who has the authority to approve procurement requisitions and authorize expenditures. The approver validates that the items are necessary and serve in the best interest of the government.

Funds Certifier is identified as the Administrative Chief or Budget Officer. The funds certifier certifies that funds are available within his/her budget to cover the amount approved and that the items are necessary for use in the public service. Funds certification is to confirm that the obligated monies are associated with the proper appropriation and accounting codes.

All delegated approving officials and funds certifying officials are constrained by the Anti-Deficiency Act, which provides that, unless otherwise authorized by law, no government officer or employee may authorize or create an obligation in excess of funds available or in advance of appropriations (FAR 32.702). Penalties for violating the act include suspension without pay, removal from office, a fine up to \$5,000, and/or imprisonment for two years.

This is not to be confused with a delegation of procurement authority given to contracting officers or purchase cardholders.

3. Requisition Approving Authority. Requisition approving authority is defined as approval of appropriate purchase requests. Such authority is vested in the Regional Director. Limited re-delegation by specific program or project and/or dollar amount is made as specified in this supplement.

Approval authority is vested only in the Regional Director for procurement of new equipment categorized as Accountable Property (object class 31XX) exceeding \$2K.

All purchases of new equipment less than \$2k categorized as Accountable Property (object class 31XX) shall be approved by either the Systems Operations Division (SOD) Chief or the Systems Integration Branch (SIB) Chief. Any questions concerning the definitions of new services and/or equipment should be directed to Alaska Region Headquarters, Administrative Management Division.

4. Delegation of Procurement Requisition Approval Authority. Delegated requisition authority must be exercised in conformance with all relevant laws, regulations, Department of Commerce, and National Oceanic and Atmospheric Administration policies and procedures. *Delegates must ensure subordinate officials are made aware of and held accountable for the authorities and responsibilities delegated to them.* They must also ensure that subordinate officials have the required resources to execute their responsibilities. The Regional Director may place limitations or conditions upon the authorities, responsibilities, and length of time being delegated to subordinate officials at any time for emergency budget control.

This supplement delegates the following approval authority levels:

AREA OF DELEGATION (Per Single Purchase)	APPROVAL LEVEL
Less than or equal to \$1M	Regional Director
Less than or equal to \$250K	Deputy Regional Director
Less than or equal to \$100K	Chief, Administrative Management Division
Less than or equal to \$25K	Chief, Systems Operations Division
Less than or equal to \$3K	Hydrologist in Charge, Alaska Pacific River Forecast Center Meteorologist in Charge, Weather Forecast Office(s) Director, West Coast & Alaska Tsunami Warning Center Chief, Environmental and Scientific Services Division Chief, Systems Integration Branch Chief, Data Acquisition Branch Facilities Program Manager Area Electronics Supervisor

5. Routing Procedures for all Procurement Requisitions. Each procurement shall be made utilizing an agency approved Procurement Request form. All Procurement Request CD-435 forms must be signed by the Requestor, Approving Official, and Funds Certifying Official ensuring that adequate funds are available prior to completion of a purchase.

6. Authority to Re-delegate. The Regional Director has the authority to further delegate in writing specific employees by name not covered in this standardized delegation. Delegating officials may withdraw or modify delegations of authority, limitations, or conditions placed thereon when deemed necessary. This authorization also applies to employees acting on behalf of the above listed positions. The Regional Director may suspend delegated authority in writing at any given time.