

DELEGATION OF AUTHORITY TO EXECUTIVE DIRECTOR
FOR DISCUSSION AND POSSIBLE BOARD ACTION

PROPOSED MOTION:

- ***The Executive Director is delegated authority to approve for payment any single expenditure of funds in an amount less than \$1,000. The Executive Director is also authorized to approve payments associated with executed (and previously Board approved) contracted operations/service agreements with state agencies.***

Examples of approvals included in this delegation, include:

CA State Library facilities agreement = \$816/mo

Commissioner travel to Commission mtgs = +/- \$400/flight

Commissioner per diem = \$100/mtg/Commissioner

AT&T phone service = +/- \$75/mo

- ***Any single expenditure of funds greater than \$999 and less than \$5,000 shall be reviewed by members of the Budget Subcommittee who will forward any recommendation(s) for approval to the Chair (or her designee) for authorization for approval for payment by the Executive Director.***
- ***Any single expenditure of funds in an amount greater than \$4,999 shall be reviewed by members of the Budget Subcommittee who will forward any recommendation(s) for approval to the Chair for consideration and action at the next Commission meeting.***

Example of approvals included in this delegation, include:

2014-15 DGS Contracted Fiscal Services, Human Resources & IT = \$54,500/yr

- ***All expenditures and payments must be in compliance with state guidelines and have been pre-reviewed by DGS to ensure that state procurement, contracting and purchasing policies have been followed.***

The Commission does not currently have procurement, contracting or purchasing authority.