



North Carolina Department of Health and Human Services
Office of the Controller

Beverly Eaves Perdue, Governor
Lanier M. Cansler, Secretary

Laketha M. Miller, Controller
(919) 733-0169

MAILING ADDRESS:
2019 Mail Service Center
Raleigh, NC 27699-2019

LOCATION:
616 Oberlin Road
Raleigh, NC

June 18, 2010

MEMORANDUM #2010-15

TO: Division/Institution/Office Directors

FROM: Laketha M. Miller

A handwritten signature in black ink that reads "Laketha M. Miller".

SUBJECT: Delegated signing Authority

In order to increase efficiency and productivity, the Office of the Controller is implementing a process whereby each DHHS Division/Institution/Office provides our office with a list of staff empowered by you to sign in your absence. The attached worksheet is to be completed and there is space to enter up to 5 designees. From time-to-time, we receive requests signed by someone other than the Director and this causes extra work and consumes valuable time to research, make calls, etc. and verify that the person signing the document has been authorized to sign the document.

Maintaining a file with accurate and up to date designees will afford our staff more time to process documents for payment. It will also make our units more efficient and it will also improve the turn around time for processing division/institution/offices payments and other administrative business.

As your line of authority changes, simply update the worksheet and email it to Sarah McDonald (sarah.mcdonald@dhhs.nc.gov) and be sure to include the effective date. The first submission of this worksheet should be emailed to Sarah as indicated in the previous sentence and we request that it be forwarded no later than June 30.

Division/Institution/Office Directors

Page 2

June 18, 2010

The DHHS Officer of the Controller is committed to DHHS Excels and is supportive of the Values and Goals. If we all work together and apply these Values and Goals (Customer Focused, Results Oriented, Anticipatory, Transparent, Collaborative and Manage Resources), we will have useful and updated information. Also, the results achieved will be a more effective and efficient operation. If there are any questions, please contact Jack Chappell of my staff at (919) 733-0169.

LMM:jwc

Attachment

cc: Executive Committee
Division/Institution/Office Budget Officers
Dan Stewart
Office of the Controller, Section Chiefs
Office of the Controller Field Offices, Fiscal Officers

Delegated Authority for Signing and Approvals

Div/Institution/Office Name:					
Div/Instt/Office Director	Assist or Dep Director (Designee No 1)	Section Chief (Designee No. 2)	Other (Designee No. 3)	Other (Designee No. 4)	Other (Designee No. 5)
Special instructions and/or types of documents to be signed by designee:	<p>Example: Contracts, Travel, Direct Pay, Personnel, and Other Administrative documents/Issues</p>				
Effective Date:					