



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

Pat McCrory  
Governor

Aldona Z. Wos, M.D.  
Ambassador (Ret.)  
Secretary DHHS

Laketha M. Miller  
Controller

February 18, 2014

**MEMORANDUM - # 2014-04**

TO: Division/Institution/Office Directors

FROM: Laketha M. Miller *Laketha M. Miller*

SUBJECT: Delegation of Authority

In June 2010, the DHHS Office of the Controller implemented a process whereby each DHHS Division/Institution/Office would provide our office with a list of staff empowered by you to sign in your absence. Since implementation of this policy there has been significant turnover with both Directors and division staff which has led to inaccurate authority in some division. Occasionally, this office receives request signed by someone other than the Director. When this occurs, staff has to spend valuable time researching and making calls to verify that the person signing the document has the authority to do so. In order to maintain efficiency and productivity, we are requesting that you provide this office with a list of staff you have authorized to sign on your behalf.

The attached worksheet is being provided to maintain consistency among the divisions. You may provide up to five designees if you so choose. Please include the designee's name, work title, effective date of authorization and any pertinent information pertaining to the level of authorization. The completed worksheet must be returned to our office no later than Friday, February 28, 2014. You may email a signed pdf copy of the completed worksheet to Annette Bryant at [annette.bryant@dhhs.nc.gov](mailto:annette.bryant@dhhs.nc.gov).

Also, as your line of authority changes, please update the worksheet and forward an updated copy to our office. Be sure to include the effective date for the change. If there are any questions, please contact Jack W. Chappell of my staff at (919) 527-6091.

LMM/jwc

Attachment

Cc: Division/Institution/Office Budget Officers  
Rod Davis  
Jim Slate  
Office of the Controller's Section Chiefs  
Office of the Controller's Branch Heads

[www.ncdhhs.gov](http://www.ncdhhs.gov) • [www.ncdhhs.gov/control](http://www.ncdhhs.gov/control)  
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Location: Spruill Annex, 1050 Umstead Drive • Raleigh, NC 27603  
Mailing Address: 2019 Mail Service Center • Raleigh, NC 27699-2019  
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**Delegated Authority for Signing and Approvals**

Div/Institution/Office Name:					
Div/Institt/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)
<p>By entering the Director's name, it is understood that he or she has authorized this delegation of authority</p>					
<p>Special instructions and/or types of documents to be signed by designee:                      Example: Contracts, Travel, Direct Pay, Personnel, and Other Administrative documents/Issues</p>					
<p>Effective Date:</p>					
<p>Authorized by: <span style="float: right;">Division/Institution/Office Director</span></p>					