

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. Authority to approve procurement requisitions means the approver has the authority to authorize expenditures. The approver certifies that funds are available to cover the amount approved and that the items are necessary for use in the public service. This is not to be confused with a delegation of procurement authority given to Contracting Officers or purchase card holders.

2.1 Requisition Approving Authority. Approving authority is defined as final approval of appropriate purchase requests. Such authority for all expenditures of funds 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.

Regardless of the dollar value, approval authority for all purchases of new services and/or all equipment (Accountable Property, object class 31XX) is vested in the Regional Director only. Any questions concerning the definitions of new services and/or equipment should be directed to Alaska Region Headquarters, Administrative Management Division.

3. Delegation of Approval Authority. Delegated authority must be exercised in conformance with all relevant laws, regulations, and 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. Delegating officials may withdraw or modify delegations of authority, limitations, or conditions placed thereon when deemed necessary. Any authority to re-delegate must be documented appropriately and clearly by the delegating official. This supplement delegates the following approval authority levels:

AREA OF DELEGATION (Per 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 \$25K	Chief, Administrative Management Division 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 and Alaska Tsunami Warning Center Chief, Environmental and Scientific Services Division Chief, Systems Integration Branch Chief, Data Acquisition Branch
Less than or equal to \$500	Facilities Program Manager Area Electronics Supervisor

4. Conclusion. The Regional Director has the authority to further delegate by letter specific employees by name not covered in this standardized delegation and may suspend delegated authority by letter at any given time. This authorization also applies to employees acting on behalf of the above listed positions.