

ORDERU.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

EA 2700.17B

Eastern Region
Jamaica, New York 11430

11/2/87

SUBJ: SIGNATURE CARD FOR APPROVING OFFICIAL

1. PURPOSE. This order restates the requirements and procedures for maintaining the revised Signature Card File for Approving Officials, EA Form 2700-111.

2. DISTRIBUTION. This order is distributed to the section level in the regional office and to all field offices and facilities.

3. BACKGROUND.

a. Since the implementation of the Signature Card for Approving Officials, there has been some confusion as to who can be delegated the authority to approve Government expenditures. In April 1987, the Accounting Division requested each division to establish a standard level for the delegation of authority related to travel expenditures. Delegation of authority for small purchases is covered in Order EA 4405.2A, Small Purchase Procedures Handbook.

b. In order to reflect the valid level of delegated authority established, the Accounting Division is reestablishing a Signature Card file and has revised the Signature Card for Approving Officials. Therefore, all cards currently on file will automatically be canceled January 1, 1988. New cards for each individual must be filed by January 1, 1988.

4. CANCELLATION. Order EA 2700.17A is canceled.

5. REQUIREMENTS AND PROCEDURES.

a. A Signature Card for Approving Official, EA Form 2700-111, must be signed, dated and submitted for each employee with authority to approve expenditures of Government funds.

b. The signature card must be properly completed to accurately reflect the transactions the employee is authorized to sign for (see Appendix 1).

c. Any individual who is delegated approval authority in an "Acting Capacity" must have a signature card on file.

d. With the exception of Division Managers, Staff Officers and Managers of Field Offices and Facilities, the signature card must be signed by the Approving Official's supervisor (Designating Official).

Distribution: A-XEA-4; FOF-0 (Max.);
AEA-40 (5 copies)

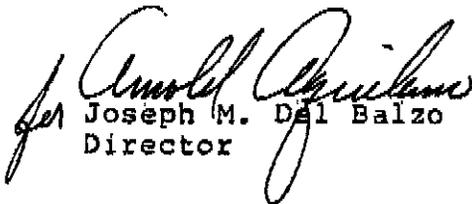
Initiated By: AEA-20

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e. Signature cards submitted to establish or delegate authority for small purchase authority must first be routed through the Procurement Branch, AEA-55, to insure conformance to Order EA 4405.2A, Small Purchase Procedures Handbook. The Procurement Branch shall review the card, initial it as proper and forward it to the Accounting Division, AEA-20.

g. Signature cards submitted for travel transactions only can be sent directly to the Accounting Division, AEA-20.


for Joseph M. Del Balzo
Director

11/2/87

SIGNATURE CARD FOR APPROVING OFFICIAL

This card is to certify that the employee whose name appears in Block 1 is granted authority (in accordance with Orders 1500.14A, and EA 4405.2A/NE 4430.4C) to sign as Approving official as indicated in Blocks 2 and/or 3.

1. NAME		
_____	_____	_____
Last	First	MI
_____	_____	_____
Position	Office/Facility	Cost Center

2. AUTHORITY TO APPROVE

A. Travel Authority: Travel Advances and Travel Vouchers

B. Small Purchase Authority: Imprest Fund
 SF-44's \$ _____ Authorizations: _____ (Initial)

Dollar Amount

3. AUTHORITY TO APPROVE IN AN ACTING CAPACITY

A. Travel Authority:
 Travel Advances and Travel Vouchers Acting For: _____
Position Title

B. Small Purchase Authority:
 Imprest Acting For: _____
Position Title
 SF-44's Acting For: _____ \$ _____
Position Title Dollar Limit

4. SIGNATURES

_____	_____	_____
Approving or Acting Official (from Block 1)	Division	Date
_____	_____	_____
Designating Official	Division	Date

EA Form 2700-111 (Rev. 11-87) (See Instructions on Reverse Side)

INSTRUCTIONS FOR COMPLETION OF EA FORM 2700-111

Block 1. Enter the name and requested data of the employee who will be signing as approving official in either a normal or Acting capacity.

Block 2. In accordance with Orders 1500.14A and EA 4405.2A/NE 4430.4C, the employee is delegated to approve certain documents. If this authority has been granted, check the applicable boxes for Travel, Imprest Fund or SF-44's. The dollar (\$) limit on SF-44's is to be indicated. (The maximum dollar value allowed for any SF-44 is currently \$2,500.00.)

Block 3. If an employee is being delegated the authority to approve in an Acting capacity, check applicable boxes for Travel, Imprest Fund or SF-44's. The designating official's dollar limit on SF-44 usage, or a lesser amount, should be indicated on the appropriate line. (Maximum dollar value is currently \$2,500.00.) Enter the Position Title that the employee is Acting for when signing as an approving official.

Block 4. Enter the signature of the approving official whose name appears in Block 1.

Block 5. If the employee in Block 1 is being designated as Acting in Block 3, enter the Designating Official who is granted the authority to approve in accordance with the referenced Orders. If there is no redelegation, leave this block blank.

NOTE: Approving officials as prescribed in the referenced Orders cannot delegate their authority. REDELEGATION can only be in an Acting capacity in the absence of the approving official.