

Delegation of Disbursing Authority:

Frequently Asked Questions – Community Colleges

1. Who are the participants on the form?

Fiscal Officer, President and Reviewer (optional). The reviewer receives a copy of the form and is not required for signature.

PowerForm Signer Information

Please enter your name and email to begin the signing process.

Your Role:

Fiscal Officer

Your Name:

Your Email:

Please provide information for any other signers needed for this document.

Role:

Community College President

Name:

Email:

Role:

Reviewer

Name:

Email:

Chief Fiscal Officer of the College

One or both individuals are signature to the disbursing account.

Reviewer will receive an email and copy of the form at the same times as the President. Reviewer can manage the signing process. ex: Executive Assisant to the

2. What are the red boxes in the form?

Required fields are designated by a red box. Type the required information in the field. The form will not process without data in the required field.

**State of North Carolina
Office of the State Controller
Delegation of Disbursing Authority – Community Colleges**

Consistent with North Carolina General Statute §143B-426.40G, the North Carolina Office of the State Controller (OSC) delegates the authority to make disbursements through a disbursing account established with the State Treasurer to the (community college) in accordance with the following terms and conditions:

1. The shall exclusively use the disbursing account(s) assigned by the State Treasurer for the disbursements of state funds.
2. The shall ensure that the disbursing account balance at no time is in

Enter full name of College

3. Will the form indicate where to sign?

Yes – The “Sign Here” indicator will direct you where to sign.

(Community College President)	(Date)
<div style="border: 1px solid black; background-color: yellow; padding: 5px; display: inline-block;">Sign ↓</div>	12/30/2016 09:14 AM EST
(Fiscal Officer)	(Date)

Click the yellow ‘Sign’ tab. Confirm that your name is spelled correctly and click ‘Adopt and Sign’.

A red bar will appear at the bottom of the screen. Click the gray ‘Finish’ button to complete your part of the form. The form will now route onto the next person in the routing order.

Who can I contact with questions?

Carmen Cargill carmen.cargill@ncosc.gov or Tonya Pulley tonya.pulley@ncosc.gov

Everyone in the routing order will receive a completed copy of the form once all parties have signed.