

# Delegation of Disbursing Authority

## Frequently Asked Questions – Local Education Authorities

### 1. Who are the participants on the form?

- a. Finance Officer, Superintendent 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:

**Finance Officer \***

Your Name:

Your Email:

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

Role:

**Reviewer**

Name:

Email:

Role:

**Superintendent**

Name:

Reviewer will receive an email and copy of the form at the same time as the Superintendent. Reviewer can manage the signing process. ex: Executive Assistant to the Superintendent

### 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 – Local Education Authorities (LEA)**

Consistent with 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  (LEA) in accordance with the following terms and conditions:

1. The LEA shall exclusively use disbursing account(s) assigned by the State Treasurer for all disbursements of all State funds.
2. The LEA shall assure that the disbursing account balance at no time exceeds the amount of funds available for disbursement.
3. The LEA assumes the responsibility for reconciling the disbursing account in accordance with the guidelines issued by the State Treasurer.

**Enter full name of  
Education Authority**

**3. Will the form indicate where to sign?**

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

On behalf of the above named LEA, the signatories below agree to comply with the aforementioned terms and conditions and accept responsibility for ensuring strict compliance with this delegated disbursing authority:

(Superintendent)	(Date)
<div style="background-color: yellow; border: 1px solid black; display: inline-block; padding: 2px 5px;">Sign ↓</div>	12/30/2016   09:31 AM EST
(Finance 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](mailto:carmen.cargill@ncosc.gov) or Tonya Pulley [tonya.pulley@ncosc.gov](mailto:tonya.pulley@ncosc.gov)

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