**Purpose:** The table below identifies the position responsible for the document to be signed and the limit of signature authority.

**Persons Responsible:** Rehabilitation/BEN staff as indicated

|  |  |  |
| --- | --- | --- |
| POSITION  RESPONSIBLE | DOCUMENT | LIMIT OF AUTHORITY |
| Administrator | No Limitations | No Limitation |
| Deputy  Administrator | No Limitations | No Limitation |
| PROGRAM CHIEF | Purchase orders for: categories 04 and 10 for  repair, replacement or maintenance of equipment; equipment/supplies purchases; site repairs/improvements; vending commissions for operators; professional services; promissory notes; B&G service requests; category 16 medical reimbursements and retirement disbursements. | $20,000 |
| BEO II | Purchase orders for categories 04 and 10 for repair,  Replacement or maintenance of equipment; equipment purchases; site repairs/improvements; vending commissions for operators; professional services; promissory notes; B&G service requests; category 16 medical reimbursements. | $15,000 |
| BEO I | Purchase orders for category 10 for repair, maintenance  And replacement of equipment; equipment purchases; site repairs/improvement; B&G service requests; vending commissions for operators; professional services; promissory notes; category 16 for health reimbursements and retirement disbursements. | $5,000 |
| AAIV | Purchase orders for: category 10 repair and maintenance of equipment; professional services; site repairs/improvements; categories 10 and 04 for B&G service requests; minor improvements for fixtures or building improvements. | $2,000 |
| AAII | Purchase orders for: category 10 repair and maintenance and B&G service requests. | $1,000 |

REVOLVING FUND: To request a revolving fund check, the Program Chief or BEO II prepares a memorandum requesting the check and submits it to the northern AAIV or AAII. The northern AAIV or AAII prepare the purchase order. The Administrator or designee verifies that the recipient is entitled to the funds and signs the purchase order. The northern AAIV or AAII submits the purchase order to Financial Management for preparation of the revolving fund check. Upon notification by Financial Management, either the northern AAIV or AAII pick up the check and compare the name of the recipient to that indicated on the purchase order. In no instance will the staff person who prepared the purchase order reconcile the name on the check with the name on the purchase order. Upon verification, the revolving fund check is mailed or hand delivered to the recipient.