

**City Manager's Office**  
**Administrative Order No: 014**  
**Issued: 01/03**  
**Revised: 10/03**

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**Approved by Willis A. Casey**  
**City Manager**

**Subject: Delegation of Responsibilities - Disbursement Authorizations - All Department Directors.**

**Purpose:**

Define Department Directors authorizations for disbursements.

**Policy:**

Department Directors are hereby authorized to approve the following disbursements within the constraints of the Council/Agencies approved budget:

1. Control the spending of designated departmental budgets, with the exception that any changes to salaries or fringe benefit budgets must be approved by the City Manager/Executive Director. Should Directors further delegate spending authority or Fund responsibility to department personnel, a list of personnel and their spending limit must be on file with the Accounts Payable section.
2. Approve all payroll time reports for employees within the designated department and/or Fund responsibility.
3. Approve requisitions and purchase orders within the designated department or Fund responsibility, providing that purchases are made in compliance with the City/Agency Purchasing Policy and in compliance with the City Council/Agency approved budget.
4. Approve invoices for payment to the extent that they are for payment of expenditures made in compliance with the City Council/Agencies approved budget within the designated department or Fund responsibility.