

SMG 1465.11

FDA STAFF MANUAL GUIDES, VOLUME II - DELEGATIONS OF AUTHORITY

ADMINISTRATIVE – FINANCIAL MANAGEMENT

AUTHORITY TO APPROVE JOURNAL VOUCHERS NOT PRE-AUTHORIZED

Effective Date: 01/08/2010

1. AUTHORITY DELEGATED.

To approve journal vouchers that have not been pre-authorized by the Office of Administration.

2. TO WHOM DELEGATED.

- A. Director, Office of Financial Operations (OFO)
- B. Director, Office of Financial Management (OFM), OFO
- C. Director, Division of Accounting, OFM, OFO;
- D. Director, Division of Budget Execution & Control, OFM, OFO
- E. Director, Division of Financial Support Services, OFM, OFO;
- F. Director, Division of User Fees, OFM, OFO
- G. Accounting Reports and Analysis Branch Chief, OFM, OFO

This delegation applies to all journal vouchers that have not been pre-authorized for approval by the Office of Administration (determined by the Department of Health and Human Services Manual Journal Voucher Entry policy (FAM-2008-1)).

3. REDELEGATION AND CERTIFICATION.

This authority may be redelegated to appropriate journal voucher approvers.

4. EFFECTIVE DATE.

Russell J. Abbott, Deputy Commissioner for Administration, approved this delegation, via memorandum, on January 8, 2010.

STATUS (I,R,C)	DATE APPROVED	LOCATION OF CHANGE HISTORY	CONTACT	APPROVING OFFICIAL
Initial	09/16/2008	N/a	OC/OM/ OMP	John P. Gentile, Associate Commissioner for Operations
Revision	01/08/2010	N/a	OC/OA/ OFO	R. Abbott, Deputy Commissioner for Administration