

ALASKA COURT SYSTEM
OFFICE OF THE ADMINISTRATIVE DIRECTOR
ADMINISTRATIVE BULLETIN NO. 75

TO: ALL HOLDERS OF ADMINISTRATIVE BULLETIN SETS:

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|---|-------------------------------|
| All Justices | Senior Staff & Court Analysts |
| All Judges | Central Services Manager |
| Area Court Administrators | Judicial Services |
| Clerk of the Appellate Courts | APD Warrants |
| Rural Court Training Assistants | |
| All Clerks of Court | |
| All Magistrates | |
| Law Libraries at Anchorage, Fairbanks, Juneau & Ketchikan | |

SUBJECT: Delegation of Authority

Statutes and Alaska Rules of Court establish authority for approval of the court's financial transactions. This administrative bulletin does not eliminate or void other types of approval authority, but is in place to document financial-related delegations of authorities.

The administrative director has financial authority over state monies appropriated for the maintenance and operation of the Alaska Court System. The administrative director delegates expenditure approval authority to presiding judges, area court administrators, the clerk of the appellate courts and other managerial staff for specific types of expenditures and appropriations. Presiding judges, area court administrators, the clerk of the appellate courts and managerial staff may delegate expenditure approval authority to subordinate staff who have specific knowledge about the transaction and its validity, but who are not directly responsible for the purchase. A Delegation of Authority form must be on file in the fiscal operations department for each delegation of authority. These forms are signed by each delegatee and delegator of authority.

Other Delegations of Authority:

- The administrative director has not delegated approval authority for payment of membership dues, car rentals, and travel outside of Alaska and across judicial district lines (see also Administrative Bulletin 56).
- The administrative director authorizes the deputy administrative directors to have full financial authority over all court system appropriations.
- Each justice is the approval authority for the travel of the individual justice.
- The administrative director authorizes Pcard users purchasing authority within established credit limits and program guidelines.

- Requests for consumable supplies or forms provided through Central Court Supply do not require written approval.

Dated: _____

Stephanie J. Cole
Administrative Director