

EMPLOYEE SIGNATURE AUTHORIZATION PRACTICES

Frederick National Laboratory employees who have signature authorization must understand the responsibility of incurring costs under the operating contracts of the FNL. All expenses incurred must be properly documented, authorized and reported. Compliance of these practices as stated in the FNL's Policies and Procedures, Federal Acquisition Regulations, Cost Accounting Standards, and Maryland Sales and Use Tax Regulations, insure the integrity of the FNL Signature Authorization Program as internal control system.

Listed below are the key elements and guidelines to help you exercise your approval authority:

1. When signing a document as an approver, you are stating that you have reviewed the document and to the best of your knowledge:
 - a. The underlying transaction is valid and accurately reported on the document
 - b. The center number to which the cost is charged accurately reflects the organizational component receiving the benefit of the costs
 - c. The account number to which the cost is charged accurately reflects the nature of the cost
 - d. The cost to be incurred is in direct support of the FNL contract effort
2. You may only approve documents for a center number and approval area for which you have been granted prior approval within the FNL Signature Authorization Program. The costs associated with these documents must be within your signature authorization dollar limit.
3. You may not approve a document that affects you directly, such as your own expense report.
4. You may not approve a document, transaction, or other service not pertaining to your normal course of business responsibilities, even if it falls within your authorized center and account number or dollar limit. (Example, you may not enter into legal agreements that commit the resources of the FNL).

Printed Name

Signature

Date: _____