

ADMINISTRATIVE PROCEDURES



Procedure Number: 22-59

Effective Date: 09/01/2005

Revision Date: 03/26/2013

C. P. Schubert
County Administrator

SUBJECT: **DELEGATION OF AUTHORITY**

DEPARTMENT RESPONSIBLE: **FINANCE AND RISK MANAGEMENT**

STATEMENT

The ability to approve or deny system access or organizational changes to the department is essential for the proper operation of the system but is also a security issue in that system access or organizational changes are vulnerable to unauthorized changes by those with access.

It is not expected that Supervisory personnel complete all system entries. Therefore, there must be a mechanism to delegate this responsibility. This procedure explains how the delegation of responsibility to access the data in the system or approve changes to the organizational structure is made.

I. PROCEDURE

- A. Complete the Delegation of Authority document posted on the Finance and Risk Management intranet site, Forms tab, Dept. Org. Changes sub-tab or as Attachment 1 of this procedure. This document must have actual, written signatures to be properly completed.
 1. Enter the Requesting Department and Date.
 2. Enter the Employee's name and EIN. The employee must sign the document in the space provided.
 3. Check either the Grant or Revoke Department Access box.
 4. In the space provided, print the Appointing Authority's name.
 5. The Department's Appointing Authority must sign and date the document.

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- B. The Delegation of Authority form will be forwarded to the Department of Finance and Risk Management, Mailstop: DT-AB6-102.
 - C. The form will be signed by the person who reviews and processes the document.
 - D. When the employee is reassigned to another job within or outside of the employee's original department or when the employee terminates employment with Pima County, the Department must initiate revocation of this delegation by completing a Delegation of Authority form to revoke system access. Revocations do not need to be signed by the affected employee.
 - E. The Department is responsible for notifying the employee of a revocation of access.
 - F. On an annual basis during the Year-End Process, a memo will be sent to the Appointing Authority indicating those employees who were delegated authority. The Appointing Authority will be required to validate this list.



DELEGATION OF AUTHORITY DEPARTMENT LEVEL ACCESS

Department		Date
Employee Name	Employee Signature	EIN
1.		
2.		
3.		
4.		
5.		

REQUESTED ACTION:

- Grant Department Access

- Revoke Department Access

I, _____, designate the above individual(s) authority at the
Appointing Authority (Please Print)

Department Level to approve or deny any County-wide system access or organizational changes to the department including additional units, rollups, cost accounting elements, workflows, etc.

Approved by: _____ Date: _____
Appointing Authority Signature

Reviewed and Processed by: _____
 Date: _____

**Send the completed form to the Department of Finance and Risk Management,
Mailstop: DT-AB6-102.**