

October 2, 2001

TO: Bev Yokoyama, Contracts Officer

FROM: Mary McQueen, Administrator

RE: DELEGATION OF CONTRACT SIGNING AUTHORITY

Until rescinded in writing, the persons in the following positions have the stated delegated contract signing authority for the Office of the Administrator for the Courts (OAC). This delegation of authority supersedes all previous written and oral delegations of contract signing authority.

Further delegation of contract signing authority by those listed below is prohibited unless it is expressly authorized in writing by the Administrator for the Courts.

<u>Position</u>	<u>Authority</u>
Director, Judicial Services Division	Authority to sign all contracts in the absence of the Administrator; Authority to sign all contracts charged to Judicial Services Division budgets.
Director, Information Services Division	Authority to sign all contracts charged to Information Services Division budgets.
Director, Management Services Division	Authority to sign all contracts charged to Management Services Division budgets.
Manager, Judicial Education	Authority to sign all honorarium and/or travel reimbursement contracts ("Educational Services Agreements").
Data Dissemination Administrator	Authority to sign: 1) Routine Public Basic Access Subscription and License Agreement for JIS-LINK, 2) SCOMIS Microfiche Application and Agreement, and 3) Public Indices Subscriptions.
Contracts Officer	Authority to sign all contracts with a value of \$10,000 or less and all lodging and conference room facility agreements.