

NCB SIGNATURE AUTHORITY DESIGNATION--DEPARTMENT

Department	
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Required Attachment: Department Organizational Chart

Director	
Name	
Title	
Classification	
Telephone Number	
E-mail Address	
_____ Signature of Executive Officer	_____ Date

Chief Deputy Director (Designee)	
Name	
Title	
Classification	
Telephone Number	
E-mail Address	
_____ Signature of Next Highest Ranking Executive Officer	_____ Date

Deputy Director (Designee)	
Name	
Title	
Classification	
Telephone Number	
E-mail Address	
_____ Signature of Next Highest Ranking Executive Officer	_____ Date

Procurement and Contracting Officer	
Name	
Title	
Classification	
Phone	
E-mail Address	
_____ Signature of Procurement and Contracting Officer	_____ Date

Signature Authority¹

Buyers must secure the proper signatures for NCB Justifications processed with the departments NCB Justification purchasing authority and necessary approvals on the NCB Justification in the portal. The NCB Justification requires the specified approvals/signatures(s) regardless of whether or not the justification is submitted to the DGS/PD or CDT (if applicable) for approval.

- **Approval/Signature Instructions for Agencies with an Agency Secretary**

The NCB Justification requires approval by Agency Secretary or Agency Undersecretary and the department director or designee. The Agency Secretary may designate one person, in addition to Agency Undersecretary, to sign on his/her behalf, of cabinet officer level (e.g., Assistant Undersecretary, Deputy Secretary, etc., the actual title is dependent upon the Agency's organizational structure). The department director may delegate review and approval authority to his/her deputy directors and/or the Procurement and Contracting Officer. The director's designee shall send ratification notification to their director upon the designee's approval of the NCB transaction. The typed name and signature must match for both signatures.

- **Signature Instructions for Agencies that do not have an Agency Secretary**

The NCB Justification requires approval by the highest-ranking executive officer or designee. The highest-ranking officer may designate one person to sign on his/her behalf subject to the DGS approval. The highest-ranking officer may delegate review and approval authority to his/her deputy directors and/or the Procurement and Contracting Officer. The designee shall send ratification notification to their highest-ranking executive officer upon their approval of the NCB. The typed name and signature must match.

The DGS/PD will maintain a file of the names and titles of designees.

¹ <https://www.dgs.ca.gov/PD/Resources/SCM/TOC/15/15-03>