**Annex D**

**Example**

**Table 2 - Delegation and Incumbent Acceptance of the Responsibility for the Financial Administration of Non-Public Property (NPP) - CFMWS and Central Funds (Divisions) CFO Division**

**Reference:** Chief of The Defence Staff Delegation of Authorities for Financial Administration of Non-Public Property dated 1 May 2023.

|  |  |  |  |
| --- | --- | --- | --- |
| **Chief Financial Officer (CFO) Delegated Position** | **Name of Incumbent** | **Telephone** | **E-Mail Address** |
| Director Strategic Planning & Financial Governance | Jim Jones | (613) 123-4567(work cell) | Jones.Jim@cfmws.com |
| **Description** | **Signing Authority Limit** | **Comments / Limitations** |
| **Table 1 and Table 2 – Full authority for all NPP Entities** |  |
| Requisition Authority | F |
| CFCF Loans including refinancing and payroll advance | $10K |
| **Table 2 – Within Area of Responsibility and Approved Budget** |
| Personnel, Operations and Maintenance (PO&M)  | F | ***Entity #: xxxx*** ***Outlet(s) #: xxxx, xxxx******All delegated authorities must be exercised in accordance with the reference CDS delegation.*** |
| Capital  | $50K |
| Write off/Disposal of Assets other than Real Property | $50K |
| Single Sponsorship or Donation Defence Industry | $15K |
| Single Sponsorship or Donation Non-Defence Industry | $50K |
| Acceptance of Donation or Sponsorship for 3rd party purpose | $10K |
| Contracting - Direct or Non-competitive | $10K |
| Contracting - Competitive | $50K |
| Hospitality | $500 |
| Professional Memberships | F |

An “F” indicates the position holder has full signing authority within their area of responsibility and approved budget. N/A is Non Applicable, and dollar limitations are indicated by specific amounts.

Incumbent’s Certification: I hereby accept these authorities and responsibilities and certify that I have the necessary knowledge and competency to carry out these functions in a responsible manner. I have read and understood the [CFMWS Conflict of Interest Guide](file:///O%3A%5C07%20-%20Finance%5CDir%20Fin%20Strat%5CSnr%20Adv%20Policy%20and%20Programs%5CDelegation%20of%20Authority%5C7.%20Apr%202022%5CCurrent%20Working%20Docs%20Oct%202022%5Ccfmws_conflict_of_interest_guide_pdf%20%281%29.pdf), the NPP Contracting Policy, Guidance for Contracting in Support of Morale and Welfare Programs, the NPP Travel Directive, and the NPP Hospitality Policy. I hereby state that I have no conflict of interest – that I am not in a position where my private interests could improperly influence the performance of my official duties and responsibilities nor will I use my position for personal gain.

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 Signature of incumbent Date: dd/mm/yy (Effective upon signing)

 **NPP ID:** 123456789

Date NPP Certification completed (dd/mm/yy)

**Note:** Upon re-certification and/or expiry of the applicable NPP Certification course a new Annex D must be completed.

Division Head’s Certification: This delegation of authorities’ document identifies the incumbent’s authority to make NPP financial commitments and enter into contracts, to approve invoices and other obligations for payment through the certification of the receipt of goods and services. I hereby acknowledge my responsibility over the delegated actions of the incumbent and I certify the incumbent’s signature above is that of the named individual.

 Name, Position and Signature of Division Head Date: dd/mm/yy

Distribution:

NPPAM (original) For HQ personnel remit copy to appropriate Finance Business Partner

Incumbent