

STATE OF MINNESOTA

ADMINISTRATIVE ORDER NO. 208

Issued by the

COMMISSIONER OF HUMAN SERVICES

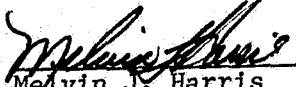
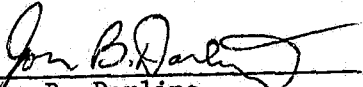
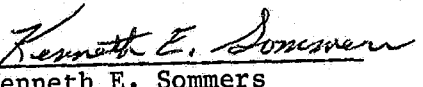
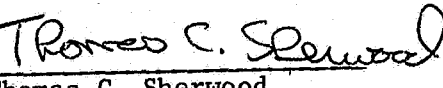
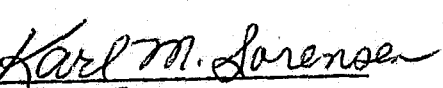
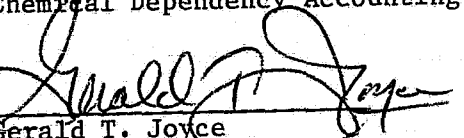
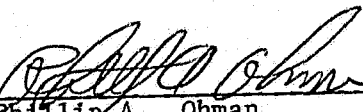
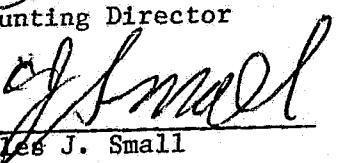
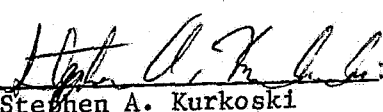
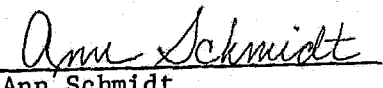
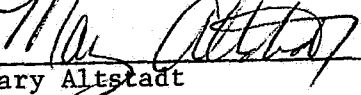
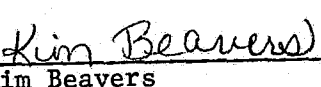

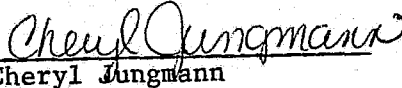
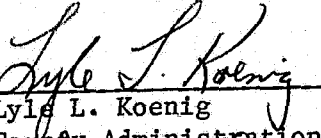
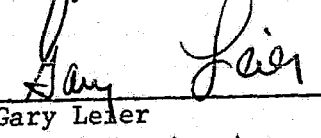

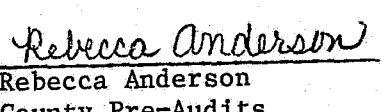
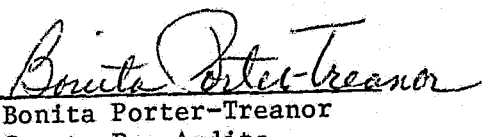
I, Leonard W. Levine, the duly appointed Commissioner of Human Services, under the provisions of Minnesota Statutes, section 15.06, subdivision 6, make the following delegations to Support Services Bureau personnel:

- (a) Melvin J. Harris, Assistant Commissioner, full authority to act for me as the executive officer in signing budgetary documents, journal vouchers, deposit slips, accounts receivable claims, encumbrance documents, contracts, purchase requisitions, special expenses, payroll documents and payroll system security clearances, disbursement transmittal letters, invoice payment certifications, and similar documents incident to the disbursing of state funds; and to endorse checks in behalf of the Department.
- (b) Jon B. Darling, as Financial Management Division Director, authority to sign budgetary documents, journal vouchers, deposit slips, accounts receivable claims, encumbrance documents and purchase requisitions, payroll documents, and payroll system security clearances, disbursement transmittal letters, invoice payment certifications, and similar documents incident to the disbursing of state funds; and to endorse checks payable to the Department.
- (c) Kenneth E. Sommers, authority to sign all budget documents, journal vouchers, deposit slips, encumbrance documents and purchase requisitions, payroll documents, and invoice payment certifications.
- (d) Thomas C. Sherwood, authority to sign the following documents pertaining to state institutions: budget documents, journal vouchers, encumbrance documents, purchase requisitions, and invoice payment certifications.
- (e) Karl M. Sorensen, authority to sign Chemical Dependency Division purchase requisitions and other encumbrance documents and the invoice payment certification of all related invoices.
- (f) Gerald T. Joyce, authority to sign all encumbrance documents pertaining to contractual services, and complement input forms.

- (g) Phillip A. Ohman, authority to sign deposit slips, encumbrance documents, purchase requisitions, accounts receivable claims, disbursement transmittal letters, central payroll documents, payroll system security clearances, invoice payment certification, and other similar documents incident to the disbursing of state funds for the Department.
- (h) Charles J. Small, authority to sign purchase requisitions and other encumbrance documents, disbursement transmittal letters, and invoice payment certification of all invoices necessary for the disbursement of funds for this Department.
- (i) Stephen A. Kurkoski, authority to sign expenditure authorization encumbrance documents, requisition for printing purchase documents, and invoice payment certification of all invoices necessary for the disbursement of funds for the Department.
- (j) Ann Schmidt, authority to sign expenditure authorization encumbrance documents, requisition for printing purchase documents, and invoice payment certification of all invoices necessary for the disbursement of funds for the Department.
- (k) Mary Altstadt, authority to sign Centralized Disbursement System Subsystem disbursement transmittal letters and invoice payment certifications, and Department accounts receivable claims.
- (l) Kim Beavers, authority to sign Centralized Disbursement invoice payment certification, invoice processing special warrant request and refund authorizations.
- (m) Michael A. Altstadt, authority to sign the invoice payment certification and disbursement transmittal letters for payments of USDA Food Stamp Administrative Cost Reimbursement to county welfare departments.
- (n) Cheryl J. Jungmann, authority to endorse checks in behalf of the Department and sign deposit slips.
- (o) Lyle L. Koenig, authority to sign all journal vouchers and county welfare department administrative cost invoice payment certifications.
- (p) Gary Leier, authority to sign all grant program and Community Social Services Act invoice payment certifications.
- (q) Bruce Lien, authority to sign encumbrance documents, invoice payment certification and disbursement transmittal letters incident to the disbursing of federal and state welfare funds.

- (r) Rebecca Anderson, authority to sign encumbrance documents and invoice payment certifications incident to the disbursing of state and federal funds for county income maintenance grant reimbursement, IV-D incentive payments, and subsidized adoption payments.
- (s) Bonita Porter-Treanor, authority to sign encumbrance documents and invoice payment certifications incident to the disbursing of federal funds for Refugee Assistance Program grant payments.

Authorized Signatures

- (a)   
Melvin J. Harris  
Assistant Commissioner
- (b)   
Jon B. Darling  
Financial Management Division  
Director
- (c)   
Kenneth E. Sommers  
Budgets and Reports Supervisor
- (d)   
Thomas C. Sherwood  
Institution Budgets
- (e)   
Karl M. Sorensen  
Chemical Dependency-Accounting
- (f)   
Gerald T. Joyce  
Position Control and Contract Officer
- (g)   
Phillip A. Ohman  
Accounting Director
- (h)   
Charles J. Small  
Accounts Payable
- (i)   
Stephen A. Kurkoski  
Accounts Payable
- (j)   
Ann Schmidt  
Accounts Payable
- (k)   
Mary Altstadt  
Accounts Receivable
- (l)   
Kim Beavers  
Centralized Disbursement
- (m)   
Michael A. Altstadt  
Food Stamp-Accounting
- (n)   
Cheryl Jungmann  
Cashier
- (o)   
Lyle L. Koenig  
County Administration
- (p)   
Gary Leier  
Social Service-Accounting
- (q)   
Bruce Lien  
County Pre-Audits
- (r)   
Rebecca Anderson  
County Pre-Audits
- (s)   
Bonita Porter-Treanor  
County Pre-Audits

Further, I hereby revoke any delegations heretofore made insofar as they are inconsistent with this delegation, EXCEPT for powers delegated to the Deputy Commissioner of Human Services.



Leonard W. Levine, Commissioner  
Department of Human Services

5A/23

#35355

STATE OF MINNESOTA  
DEPARTMENT OF STATE  
FILED  
JUL 26 1984

*Joan Anderson Howe*  
Secretary of State

# 35355  
O.D.