



## Ohio Administrative Code

### Rule 5101:9-22-05 Signature authorization and delegation.

Effective: June 15, 2021

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(A) Definitions used in this rule:

(1) A principal is: an Ohio department of job and family services (ODJFS) employee who is authorizing or delegating signature authority. Individuals with the following job titles are "principals": the director, assistant director, deputy directors, assistant deputy directors, bureau and section chiefs, and chiefs of other ODJFS work units.

(2) A subordinate with signature authorization is authorized by the principal to sign the name of the principal.

(3) A subordinate with signature delegation authorization is authorized by the principal to approve certain documents by signing the subordinate employee's own name.

(B) The director or a deputy director may limit the number of ODJFS employees to whom signature authority may be authorized or delegated. Additionally, the director or a deputy director may restrict certain principals from delegating or authorizing signature authority and may identify the subordinates to whom such authority may be given. Any such restrictions shall be in writing and filed with the office of legal and acquisition services.

(C) A principal, as defined in paragraph (A)(1) of this rule, may:

(1) Authorize a direct or indirect subordinate to sign the principal's name to forms, correspondence, or other documents, provided that an ODJFS employee who has been authorized to sign the name of the principal shall place his or her initials after the signature to indicate that the signature is that of the employee and not that of the principal. The initials will also identify the ODJFS employee who signed the name of the principal if questions regarding the signature arise.

(2) Delegate to a subordinate the authority to sign the subordinate's own name signifying approval



for certain activities that would normally require the principal's own signature.

(D) Certain documents require the actual signature of the principal. This rule is not intended to authorize signature authorization or delegation when such activity is not permitted by law.

Examples of such documents include an order removing an employee and sworn statements.

(E) ODJFS principals who are required to sign large numbers of documents may order a signature stamp to be used to affix the required signature. Use of the signature stamp by ODJFS employees other than the principal is subject to the same limitations and requirements set forth in paragraphs (B), (C), (D), (F), (G), (H), and (I) of this rule, except that it is not necessary for the ODJFS employee using the signature stamp to affix his or her initials after the stamp signature. In addition, the following provisions also apply:

(1) All signature stamps are to be maintained in a secure location to prevent unauthorized use.

Signature stamps are to be used only as authorized by the JFS 05006 "Signature Authorization/Delegation" and any other use is prohibited and invalid.

(2) To obtain a signature stamp, the principal shall sign his or her name three times on a blank piece of paper. The payment card holder for the principal's office can order a signature stamp from any source from which purchases are authorized. The requisition for a signature stamp is processed as any other requisition.

(3) Discontinued signature stamps shall be returned to management personnel and destroyed/shredded in a manner that they can no longer be used. Signature stamps shall not be discarded in trash receptacles, unless and until they have first been shredded, cut into pieces, or otherwise destroyed in a manner that prevents them from being used for any improper, illegal, or unauthorized purposes.

(F) Any principal who desires to authorize or delegate signatures shall complete the JFS 05006.

(1) The principal shall type or print his or her name, title, and office name in the space provided and shall personally sign and date in the space provided. The principal shall also place a check mark in the box beside either "Authorization" or "Delegation" to indicate the purpose for which the form is



being used.

(2) A brief description of the function or transaction to which the signature is applicable shall be entered along with any specific documents and forms (including the form number) for which the signature has been authorized or delegated. The name of the employee who has been authorized to sign shall be typed or printed in the space provided on the JFS 05006.

(3) The employee who has been authorized to sign for a principal shall sign the JFS 05006 exactly as he or she will sign the documents described on the form. If the employee has been authorized to sign the name of the principal, the employee shall sign the principal's name along with his or her own initials as set forth in paragraph (C) of this rule.

(G) The JFS 05006 shall be filed with the office of legal and acquisition services, which shall maintain the original document. The ODJFS work unit that completed the JFS 05006 shall maintain a copy. The office of legal and acquisition services shall send a copy of each completed JFS 05006 to the ODJFS work units that need to maintain a copy of the form for use in determining whether a document has been approved by an authorized employee (fiscal, purchasing, payroll, etc.).

(H) Whenever either the principal or authorized employee changes or leaves his or her position, a revised JFS 05006 is to be immediately completed and filed with the office of legal and acquisition services. Each deputy director shall undertake a review of all JFS 05006s in January of each year and update the forms as necessary.

(I) An ODJFS employee to whom a signature has been authorized or delegated shall use that authority only as authorized by the JFS 05006. Any other use is prohibited and invalid.