

**STAFF DESIGNATED TO MAKE OFFICIAL TRANSACTIONS**

SA \_\_\_ Circuit    PD \_\_\_ Circuit    CCRC \_\_\_ Region    RC \_\_\_ District    GAL \_\_\_  
(Please Circle and identify Circuit, Region, or District as indicated)

THE JUSTICE ADMINISTRATIVE COMMISSION DOES HEREBY ACKNOWLEDGE THE FOLLOWING STAFF TO  
PERFORM OFFICIAL TRANSACTIONS.

<u>TRANSACTIONS</u>	<u>NAME (TYPE OR PRINT)</u>	<u>SIGNATURE</u>
<b>PERSONNEL OR PAYROLL</b>	_____	_____
	_____	_____
	_____	_____
	_____	_____
<b>RETIREMENT</b>	_____	_____
	_____	_____
<b>ACCOUNTING</b>	_____	_____
	_____	_____
	_____	_____
	_____	_____
<b>BUDGET</b>	_____	_____
	_____	_____
	_____	_____
<b>ELECTRONIC VOUCHERS (provide email and phone number)</b>	_____ Phone _____ Email _____	
	_____ Phone _____ Email _____	
	_____ Phone _____ Email _____	
	_____ Phone _____ Email _____	

DATE: \_\_\_\_\_ SIGNED: \_\_\_\_\_  
(Agency Head)

Please return to Bethany Lowe at [monica.cash@justiceadmin.org](mailto:monica.cash@justiceadmin.org)