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NPRB and AOOS Signature Authorization Policy

Effective April 24, 2017
Edited April 1, 2022

All payment related items require proper authorization. The completed payment request document (check request, travel advance, travel expense report, PO, Invoice, etc.) must be signed by the NPRB or AOOS Executive Director unless it falls into the following categories:

If the requestor is the NPRB or AOOS Executive Director, the payment item must also be signed by two fiscal agent staff members.

1. Routine office invoices from specified vendors will be split 50% NPRB and 50% AOOS and can be approved by two fiscal agent staff members. The current vendor list includes:
    - Green Connection
    - Alaska Pure Water Products
    - Xerox
    - Quadient (formally NeoPost mail finance Inc)
    - Alaska Pacific Environmental (Alaska Waste)
    - GCI (Internet)
    - Voxtelesys (phone system)
    - Stonebridge (Earth Web Technologies - phone services)
2. Routine invoices from specified vendors can be approved by two fiscal agent staff members. The current vendor list includes:
    - Joseph Brotherton (rent) NPRB/UAF/AOOS
    - Stonebridge (Earth Web Technologies - separate service agreements) NPRB/AOOS

3. For invoices from subaward recipients for which payment does not exceed authorized budgets, the signed subaward agreement constitutes authorization to pay by the NPRB or AOOS Executive Director. Such subaward invoices must be approved by two fiscal agent staff members.

North Pacific Research Board

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Lynn Palensky
Executive Director

Alaska Ocean Observing System

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Sheyna Wisdom
Executive Director

Seward Association for the Advancement of Marine Science
dba Alaska SeaLife Center
Fiscal Agent for North Pacific Research Board and Alaska Ocean Observing System

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Dr. Tara L. Riemer
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