

Monterey County Office of Education

**Administrative Designee Authorization**

I hereby designate \_\_\_\_\_ to act as Administrative Designee for the IEP/IFSP of \_\_\_\_\_ to be held at \_\_\_\_\_ on \_\_\_\_\_.

Time of Meeting \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
Authorizing Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Designee acceptance

\_\_\_\_\_  
Date

**Attach this authorization to a timesheet**

Procedure for payment:

- 1) Submit timesheet for each occurrence and signed authorization to Supervisor for approval
- 2) Supervisor sends to department head for approval
- 3) Division Head sends to Business Office for payment
- 4) Business office sends copy to and Employee and Personnel Department
- 5) Personnel Department sends copy to MCOETA

Payment warrant date \_\_\_\_\_

- 1) Attach this authorization to a timesheet indicating actual beginning and ending time of IEP meeting.
- 2) Retain Employee Copy of this authorization form.
- 3) Submit timesheet and remaining copies of Authorization form to Supervisor for approval.
- 4) Supervisor retains copy and submits to Department Head for payment.
- 5) Division Head sends copy of authorization form to Personnel (Personnel submits one copy to Association) and one copy of authorization form to Business office with timesheet attached.