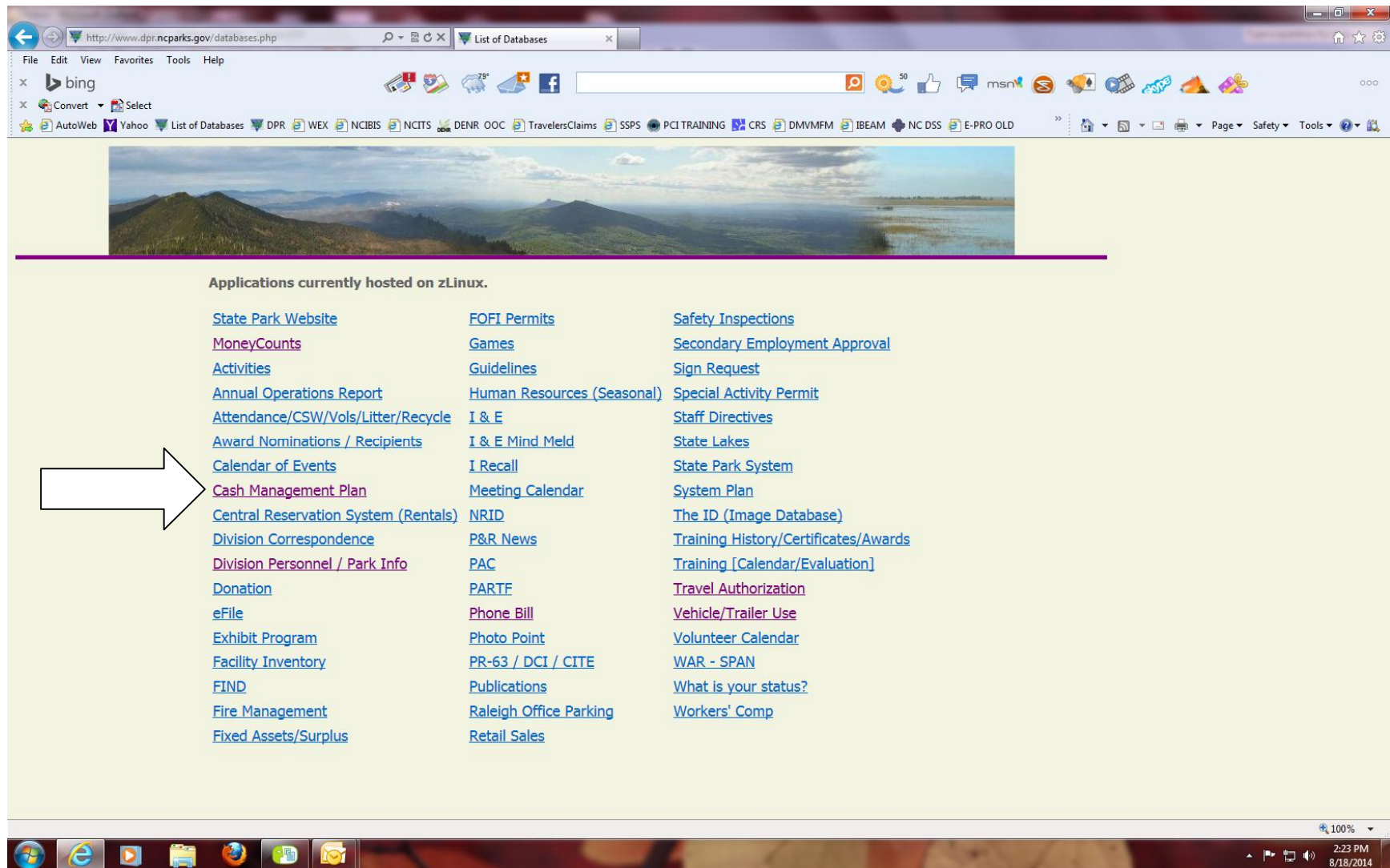


1. Log in to the DPR database homepage (<http://www.dpr.ncparks.gov/databases.php>)

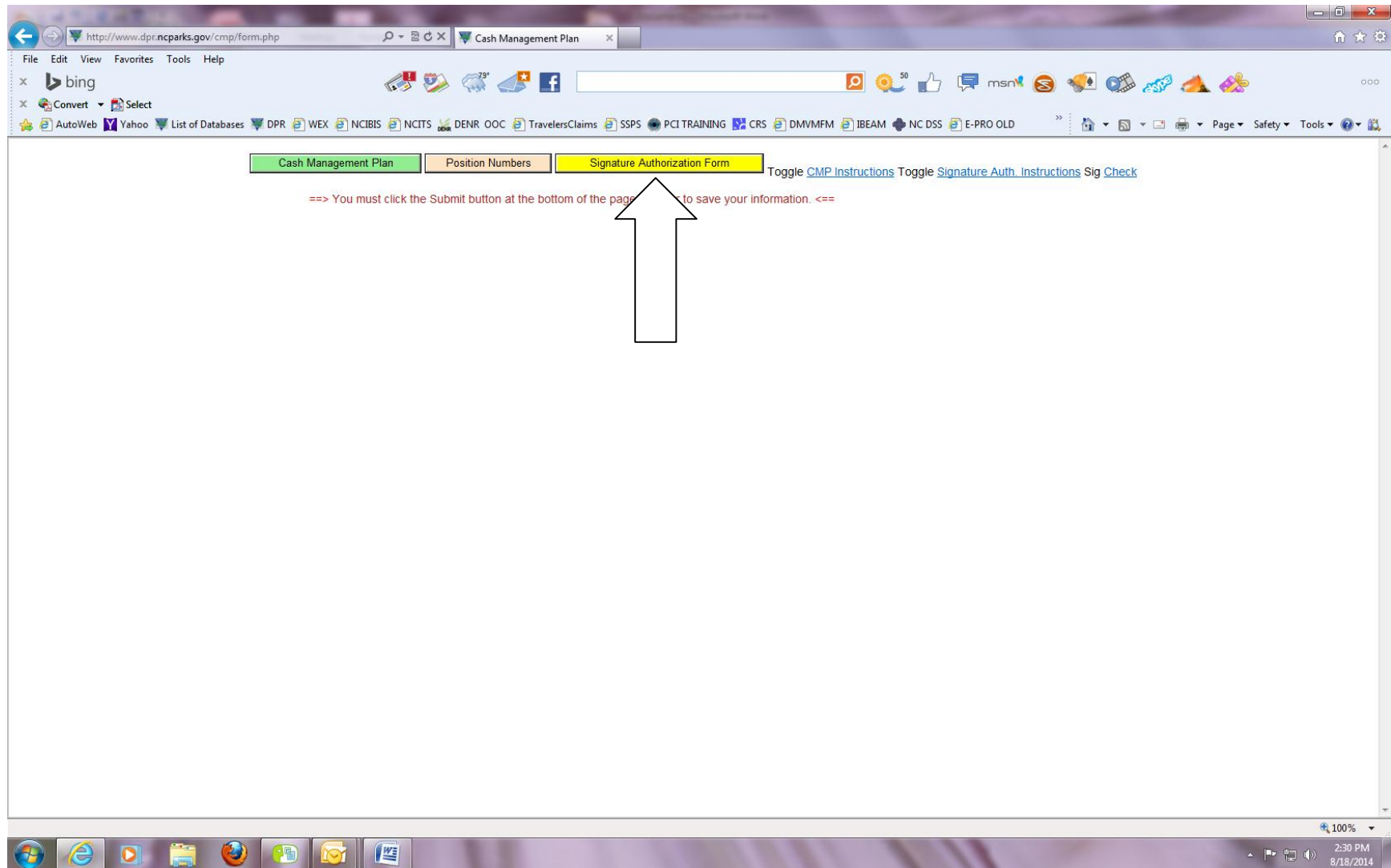
2. Find the Cash Management Database base link and click on it.



The screenshot shows a web browser window with the URL <http://www.dpr.ncparks.gov/databases.php>. The page title is "List of Databases". Below the header, there is a banner image of a mountain landscape. Underneath the banner, the text "Applications currently hosted on zLinux." is displayed. Below this text, there is a grid of links organized into three columns. A large white arrow points to the "Cash Management Plan" link in the first column.

Applications currently hosted on zLinux.		
State Park Website	FOFI Permits	Safety Inspections
MoneyCounts	Games	Secondary Employment Approval
Activities	Guidelines	Sign Request
Annual Operations Report	Human Resources (Seasonal)	Special Activity Permit
Attendance/CSW/Vols/Litter/Recycle	I & E	Staff Directives
Award Nominations / Recipients	I & E Mind Meld	State Lakes
Calendar of Events	I Recall	State Park System
Cash Management Plan	Meeting Calendar	System Plan
Central Reservation System (Rentals)	NRID	The ID (Image Database)
Division Correspondence	P&R News	Training History/Certificates/Awards
Division Personnel / Park Info	PAC	Training [Calendar/Evaluation]
Donation	PARTF	Travel Authorization
eFile	Phone Bill	Vehicle/Trailer Use
Exhibit Program	Photo Point	Volunteer Calendar
Facility Inventory	PR-63 / DCI / CITE	WAR - SPAN
FIND	Publications	What is your status?
Fire Management	Raleigh Office Parking	Workers' Comp
Fixed Assets/Surplus	Retail Sales	

3. Click on the yellow tab called " Signature Authorization Form"



4. Select your park from the drop down menu.

Cash Management Plan Position Numbers **Signature Authorization Form** Toggle [CMP Instructions](#) Toggle [Signature Auth. Instructions](#) [Sig Check](#)

==> You must click the Submit button at the bottom in order to save your information. <==

Park: CABE - Carolina Beach State Park

Copy and paste from the Position Numbers **the Name and Title:**

		PRIMARY AUTHORIZED APPROVER Helms, Chris [60032842] * Park Superinte	SECONDARY AUTHORIZED APPROVER Edwards, Carla [60032903] * Park Ranger
s1_1	Cash Disbursement Code Sheet (including phone, computer or fleet management)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
s1_2	Purchasing Card Reconciliations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
s1_3	Expense Accounts/Travel Reimbursement Forms	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
s1_4	Private Vehicle Uses (OC 12)/Travel (Motor Fleet) Logs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
s1_5	Travel Advance Requests	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
s1_6	Travel Authorization	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
s1_7	Employee Moving Request (DPR Budget Officer Only)	<input type="checkbox"/>	<input type="checkbox"/>
s1_8	Budget Transfers (DPR Budget Officer Only)	<input type="checkbox"/>	<input type="checkbox"/>
s1_9	Capital Improvement Payments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
s1_10	Cash Receipts Journal Voucher/Deposit Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
s1_11	Fixed Asses Forms (Fixed Asset Input, Asset Retirement, Change of Location, etc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
s1_12	Surplus Property Disposal Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
s1_13	Inventory Verification-OC30 (Physical Inventory Form) DIVISION DIRECTOR ONLY		
s1_14	Missing Asset DIVISION DIRECTOR ONLY		
s1_15	Journal Voucher (DPR Budget Officer Only)	<input type="checkbox"/>	<input type="checkbox"/>
s1_16	New Acct. Center Combination/Validation form (DPR Budget Officer Only)	<input type="checkbox"/>	<input type="checkbox"/>
s1_17	Overtime Pay, Holiday Pay, etc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
s1_18	Temporary Payroll	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Submit the Signature Authorization Form

5. Superintendent may already see his/her name, position number and title in this example format (Helms, Chris [60032842] * Park Superintendent *), If not, click on the Position Numbers Tab at the top, copy all your info and then paste into the PRIMARY AUTHORIZED APPROVER FIELD

6. Superintendent may already see a secondary approver in this example format (Edwards, Carla [60032903] * Park Ranger *), If not, click on the Position Numbers Tab at the top, copy the person's info and then paste into SECONDARY AUTHORIZED APPROVER FIELD

Cash Management Plan

Position Numbers

Signature Authorization Form

Toggle [CMP Instructions](#) Toggle [Signature Auth. Instructions](#) Sig [Check](#)

==> You must click the Submit button at the bottom of the page in order to save your information. <==

Park: CABE - Carolina Beach State Park

Copy and paste from the Position Numbers button the Name and Title:

PRIMARY AUTHORIZED APPROVER: Helms, Chris [60032842] * Park Superinte

SECONDARY AUTHORIZED APPROVER: Edwards, Carla [60032903] * Park Ranger

s1_1	Cash Disbursement Code Sheet (including phone, computer and motor fleet management)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
s1_2	Purchasing Card Reconciliations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
s1_3	Expense Accounts/Travel Reimbursement Forms	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
s1_4	Private Vehicle Uses (OC 12)/Travel (Motor Fleet) Logs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
s1_5	Travel Advance Requests	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
s1_6	Travel Authorization	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
s1_7	Employee Moving Request (DPR Budget Officer Only)	<input type="checkbox"/>	<input type="checkbox"/>
s1_8	Budget Transfers (DPR Budget Officer Only)	<input type="checkbox"/>	<input type="checkbox"/>
s1_9	Capital Improvement Payments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
s1_10	Cash Receipts Journal Voucher/Deposit Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
s1_11	Fixed Asses Forms (Fixed Asset Input, Asset Retirement, Change of Location, etc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
s1_12	Surplus Property Disposal Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
s1_13	Inventory Verification-OC30 (Physical Inventory Form) DIVISION DIRECTOR ONLY		
s1_14	Missing Asset DIVISION DIRECTOR ONLY		
s1_15	Journal Voucher (DPR Budget Officer Only)	<input type="checkbox"/>	<input type="checkbox"/>
s1_16	New Acct. Center Combination/Validation form (DPR Budget Officer Only)	<input type="checkbox"/>	<input type="checkbox"/>
s1_17	Overtime Pay, Holiday Pay, etc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
s1_18	Temporary Payroll	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Submit the Signature Authorization Form

100%

2:38 PM 8/18/2014

7. Choose the items you and the second approver can approve (take note of certain fields you can't choose due to only Director, Deputy/Assistant Director, Budget Officer are only allowed to approve)
8. When complete, click the submit button at the bottom of the page to update your info.

http://www.dpr.ncparks.gov/cmp/sig.php?database=cmp&park_cr Cash Management Plan ncparks.gov

File Edit View Favorites Tools Help

Convert Select AutoWeb Yahoo List of Databases DPR WEX NCIBIS NCITS DENR OOC TravelersClaims SSPS PCI TRAINING CRS DMVMFM IBEAM NC DSS E-PRO OLD

Park CABE - Carolina Beach State Park

	Copy and paste from the Position Numbers button the Name and Title:	PRIMARY AUTHORIZED APPROVER Helms, Chris [60032842] * Park Superinte	SECONDARY AUTHORIZED APPROVER Edwards, Carla [60032903] * Park Ranger
s1_1	Cash Disbursement Code Sheet (including phone, computer and motor fleet management)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
s1_2	Purchasing Card Reconciliations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
s1_3	Expense Accounts/Travel Reimbursement Forms	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
s1_4	Private Vehicle Uses (OC 12)/Travel (Motor Fleet) Logs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
s1_5	Travel Advance Requests	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
s1_6	Travel Authorization	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
s1_7	Employee Moving Request (DPR Budget Officer Only)	<input type="checkbox"/>	<input type="checkbox"/>
s1_8	Budget Transfers (DPR Budget Officer Only)	<input type="checkbox"/>	<input type="checkbox"/>
s1_9	Capital Improvement Payments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
s1_10	Cash Receipts Journal Voucher/Deposit Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
s1_11	Fixed Asses Forms (Fixed Asset Input, Asset Retirement, Change of Location, etc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
s1_12	Surplus Property Disposal Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
s1_13	Inventory Verification-OC30 (Physical Inventory Form) DIVISION DIRECTOR ONLY		
s1_14	Missing Asset DIVISION DIRECTOR ONLY		
s1_15	Journal Voucher (DPR Budget Officer Only)	<input type="checkbox"/>	<input type="checkbox"/>
s1_16	New Acct. Center Combination/Validation form (DPR Budget Officer Only)	<input type="checkbox"/>	<input type="checkbox"/>
s1_17	Overtime Pay, Holiday Pay, etc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
s1_18	Temporary Payroll	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Submit the Signature Authorization Form

Submit

Print

100% 3:02 PM 8/18/2014

9. Go to the bottom of the page and click the Print Button. You should now see your printed names and signatures on the required DENR form. You will need to print out this form and keep on file (**do not send to Raleigh**). It is your responsibility to keep this database updated and to have a printed out copy in your file for each occurrence/change. This is necessary for audit purposes in where a past approver signed something but is no longer in that role or with parks, you will have the original printed copy on file to support their authorization during that time period.

The screenshot shows a web browser window displaying the DENR Cash Management Plan form. The browser's address bar shows the URL: http://www.dpr.ncparks.gov/cmp/sig.php?database=cmp&park_cr. The browser's title bar indicates the page is titled "Cash Management Plan".

The form itself is titled "Copy and paste from the Position Numbers button the Name and Title:". It contains a table with 18 rows, each representing a task. The first two columns are for the task name and a checkbox. The next two columns are for the Primary and Secondary Authorized Approver, with their names and IDs listed. The tasks are as follows:

Task ID	Task Description	Primary Approved	Secondary Approved
s1_1	Cash Disbursement Code Sheet (including phone, computer and motor fleet management)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
s1_2	Purchasing Card Reconciliations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
s1_3	Expense Accounts/Travel Reimbursement Forms	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
s1_4	Private Vehicle Uses (OC 12)/Travel (Motor Fleet) Logs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
s1_5	Travel Advance Requests	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
s1_6	Travel Authorization	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
s1_7	Employee Moving Request (DPR Budget Officer Only)	<input type="checkbox"/>	<input type="checkbox"/>
s1_8	Budget Transfers (DPR Budget Officer Only)	<input type="checkbox"/>	<input type="checkbox"/>
s1_9	Capital Improvement Payments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
s1_10	Cash Receipts Journal Voucher/Deposit Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
s1_11	Fixed Assets Forms (Fixed Asset Input, Asset Retirement, Change of Location, etc.)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
s1_12	Surplus Property Disposal Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
s1_13	Inventory Verification-OC30 (Physical Inventory Form) DIVISION DIRECTOR ONLY		
s1_14	Missing Asset DIVISION DIRECTOR ONLY		
s1_15	Journal Voucher (DPR Budget Officer Only)	<input type="checkbox"/>	<input type="checkbox"/>
s1_16	New Acct. Center Combination/Validation form (DPR Budget Officer Only)	<input type="checkbox"/>	<input type="checkbox"/>
s1_17	Overtime Pay, Holiday Pay, etc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
s1_18	Temporary Payroll	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Below the table, there is a section titled "Submit the Signature Authorization Form" with a "Submit" button. At the bottom right of the form, there is a "Print" button. A large white arrow points to the "Print" button.

See next page for form in which you need to print out to keep on file at your park only. This form will need to be printed out whenever changes are made, these are not sent to Raleigh, you must maintain file copies at your park.

http://www.dpr.ncparks.gov/cmp/sig_form.php

ncparks.gov

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Convert Select

AutoWeb Yahoo List of Databases DPR WEX NCIBIS NCITS DENR OOC TravelersClaims SSPS PCI TRAINING CRS DMVMFM IBEAM NC DSS E-PRO OLD

Page Safety Tools


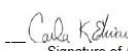
NCDENR

Office of the Controller

Signature Authorization Form

Division of: DPR

Park/Section: CABE
Carolina Beach State Park

Authorized Approver	Cash Disbursement Code Sheet (including phone, computer and motor fleet management)	Purchasing Card Reconciliations	Expense Accounts/Travel Reimbursement Forms	Private Vehicle Uses (OC 12/Travel (Motor Fleet) Logs	Travel Advance Requests	Travel Authorization	Employee Moving Request (DPR Budget Officer Only)	Budget Transfers (DPR Budget Officer Only)	Capital Improvement Payments	Cash Receipts Journal Voucher/Deposit Form	Fixed Assets Forms (Fixed Asset Input, Asset Retirement, Change of Location, etc.)	Surplus Property Disposal Form	Inventory Verification-OC30 (Physical Inventory Form)	Missing Asset DIVISION DIRECTOR ONLY	Journal Voucher (DPR Budget Officer Only)	New Acct. Center Combination/Validation form (DPR Budget Officer Only)	Overtime Pay, Holiday Pay, etc.	Temporary Payroll
<u>Helms, Chris [60032842] * Park Superintendent *</u> Print name of Approver  Signature of Approver	x	x	x	x	x	x			x	x	x	x					x	x
<u>Edwards, Carla [60032903] * Park Ranger *</u> Print name of Approver  Signature of Approver	x	x	x	x	x	x			x	x	x	x					x	x

Acting Division Director: Carol A. Tingley Date: 2014-08-18

Carol A. Tingley

DENR-OC15 Revised 2-24-10

3:07 PM 8/18/2014

10. If you click print and do not get the above form to come back to show signatures, pay attention to the error message at the top of the screen and follow the instructions to get their signature on file.

11. NO ONE CAN APPROVE ANYTHING UNLESS THEY ARE OFFICIALLY SHOWING ON THIS COMPLETED FORM IN THE PDF FORMAT SHOWING PRINTED NAMES AND FULL SIGNATURES.

12. Superintendents needs to make sure office staff are aware of who has approval authority in their absence and the secondary approver must understand they are required to approve budget/accounting documents to keep workflow moving.

13. When DENR wants to see current signature authorizations, we will give them access to this database so as not to have to produce paper copies to them (the only time a paper copy will have to be given is if the current person is not who they are auditing for a particular time period and thus why you must be able to produce your file copy).