



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240

IN REPLY REFER TO:

DIRECTOR'S ORDER NO. 189

Subject: Delegation of Authority – Unauthorized Commitments of \$100,000 or Less

Sec. 1. What is the purpose of this Order? This Order delegates authority to Regional Directors (RD) and the California/Nevada Operations Office (CNO) Manager to ratify unauthorized commitments of \$100,000 or less.

Sec. 2. Does this Order supersede or amend other directives? This Order amends section 5.8 of 301 FW 5, Procurement Procedures. The policy in section 5.8 remains the same for unauthorized commitments of more than \$100,000.

Sec. 3. What is an unauthorized commitment? An unauthorized commitment is when a Government employee enters into an agreement for services or to purchase items without the authority to do so. Following are two examples of unauthorized commitments:

- a. An employee with purchase card authority enters into a contract for meeting space for \$2,600. Attendance exceeds the estimated amount, and the total cost of the meeting space exceeds the micro-purchase limit.
- b. An employee authorizes the repair of Government property prior to getting an approved purchase order.

Sec. 4. What authority is delegated? The Assistant Director – Business Management and Operations delegates authority to RDs and the CNO Manager to ratify commitments that are less than or equal to \$100,000.

- a. RDs and the CNO Manager may redelegate the authority to the Assistant Regional Directors/CNO Assistant Manager for Budget and Administration.
- b. RDs and the CNO Manager or their designees must follow the procedures in Attachment 1 to this Director's Order, "Making Determinations about Ratifying Unauthorized Commitments of \$100,000 or Less."



Sec. 5. When is this Order effective? This order is effective immediately. The Division of Contracting and Facilities Management will include the content of this Order when it revises 301 FW 5 over the next year. Unless we supersede, amend, or revoke this Order, it remains in effect until October 31, 2008.

A handwritten signature in black ink, reading "Kenneth Stansell". The signature is written in a cursive, flowing style.

DEPUTY DIRECTOR

Date: April 7, 2007