

# AUTHORIZING AND CERTIFYING OFFICIALS OF THE GUAM ETHICS COMMISSION

---

**POLICY NUMBER: GETHC POLICY 6**

**Effective Date:** 12/29/2023

---

## **I. GOVERNANCE**

---

TITLE 4 GUAM CODE ANNOTATED CHAPTER 15 §15407

*The Guam Ethics Commission may employ such persons as it deems necessary for the performance of its functions. They shall submit an annual budget request to the Legislature for its required operations.*

## **II. APPLICABILITY**

---

This policy shall apply to the Executive Director, an unclassified employee of the Guam Ethics Commission, and the staff of the Commission, whom shall be under the direct supervision of the Executive Director.

## **III. POLICY**

---

The Certifying Official certifies that payment vouchers are correct and ready for payment. The officer does not have physical possession of the funds. A certifying officer is responsible for the existence and correctness of the facts stated in the certificate or voucher or supporting papers, the legality of the proposed payment under the appropriation or fund involved, the correctness of the computations on the certified voucher, and making good to the government of Guam the amount of any illegal, improper or incorrect payment resulting from:

- 1) any false, inaccurate or misleading certification made by the officer; or
- 2) any payment prohibited by law or which did not represent a legal obligation under the appropriation or fund involved.

The Authorizing Official attests to the approval of payment vouchers or other requests on behalf of the Guam Ethics Commission.

## DESIGNATION

The Executive Director shall serve as the primary Authorized Official, while the Chairperson and Vice-Chairperson of the Commission shall serve as alternates. The Commission by majority vote at an open / public Commission meeting may designate other persons as alternate Authorized Officials as necessary. The Executive Director may designate an employee as a Certifying Officer. To accomplish these designations, all required forms (Designation for Authorizing and Certifying Officers) must be completed by the employee, approved by the designated official, and forwarded to the Department of Administration. The Department of Administration must maintain an automated system to manage all delegations and designations of authority for disbursement related functions.

## IV. EFFECTIVE DATE

---

This policy shall be in effect upon the adoption of the Commission at a publicly announced / open meeting and signed by the Chairperson of the Commission

## V. AMENDMENTS

---

The Commission may make any amendments to this policy as it deems necessary, provided that such action be done by an affirmative vote of four (4) or more members at a publicly announced / open meeting.

 APPROVED AND ADOPTED

  
\_\_\_\_\_

12/29/2023

CHRISTOPHER A. CRUZ  
CHAIRMAN

Date