



Oklahoma State Department of Health
Creating a State of Health

DATE: June 15, 2015

TO: Deputy Commissioners
Administrative Services
General Counsel

FROM: Terry Cline, Ph.D. *T. Cline*
Commissioner of Health *6-15-2015*
Secretary of Health and Human Services

SUBJECT: Delegation of Signature Authority

In order to ensure operational efficiency, I am authorizing Felesha Scanlan signature authority for the following administrative and purchasing documents:

- Revenue generating contracts
- Grant & cooperative agreement submissions (including annual reports)
- OSDH Personnel Transaction Freeze Exception Requests and related documents
- OSDH Form 92 requests for personnel actions for Commissioner direct report area and related documents
- Interstate travel requests and out of state duty approval for Commissioner direct report areas
- Agency leave sharing documents for Commissioner direct report areas
- Agency contracts for services
- Contract justifications/Product justifications
- Requisitions for purchase and related documents

This delegation of signature authority will be effective until rescinded or modified.

Cc: Julie Cox-Kain, M.P.A.
Deputy Secretary of Health and Human Services/
Senior Deputy Commissioner

Janice Hiner, Sr. Advisor

Terry L. Cline, PhD
Commissioner of Health
Secretary of Health
and Human Services

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President
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