

APPROVAL OF BILLS

Bills shall be approved by the Director, Deputy Director, or the Supervising or Lead Attorney, prior to the bills being authorized for payment by the Administrative Officer/Assistant in the Administrative Office. This approval shall be in writing and dated, when possible, by the Director, Deputy Director, or Supervising or Lead Attorney; however, this approval may be oral in times of emergency when written approval is not feasible. Oral approval shall be so noted on the bill prior to being authorized for payment by the Administrative Officer/Assistant.

Approved by RH on June 7th, 2006