

REPORT OF THE GENERAL MANAGER

NO. 04-196

DATE June 4, 2004

C.D. ALL

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SIGNATURE AUTHORITY AS ACTING GENERAL MANAGER AND
ACTING CHIEF ACCOUNTING EMPLOYEE

K. Chan	_____	M. Mariscal	_____
J. Combs	_____	F. Mok	<u>2m.</u>
H. Fujita	_____	K. Regan	_____
J. Kolb	_____	G. Stigile	_____


_____ General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board adopt the Resolution authorizing the list of Department staff in this report as Acting General Manager and Acting Chief Accounting Employee.

SUMMARY:

In the absence of the General Manager, the following individuals listed below are authorized to act as the Acting General Manager:

James L. Combs	Assistant General Manager
George Stigile	Assistant General Manager
Faith Mok	Director of Finance

In the absence of the General Manager, the following individuals, in alphabetical order are authorized to act as the Acting General Manager for signing and approving accounting documents only:

Luci DeLeon	Principal Accountant II
Christine Leung	Fiscal Systems Specialist I
Rose Reyes	Departmental Chief Accountant
Emma Tuason	Fiscal Systems Specialist I

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In the absence of the Chief Accounting Employee, the following individuals, in alphabetical order, are authorized to act as the Acting Chief Accounting Employee:

Luci DeLeon	Principal Accountant II
Christine Leung	Fiscal Systems Specialist I
Rose Reyes	Departmental Chief Accountant
Emma Tuason	Fiscal Systems Specialist I

In the absence of the Chief Accounting Employee, the following individuals are authorized to act as the Acting Chief Accounting Employee for the signing and approving of accounting documents only:

Cynthia Hirata	Senior Accountant II
Lidia Lim	Senior Accountant II
Ellen Linaac	Senior Accountant II
Antonio Ramos	Senior Accountant I
Janet Wong	Senior Accountant II

Prepared by: Rose Reyes