ARIZONA Department of Emergency and Military Affairs POLICY LETTER	POLICY LETTER NO. 40.01	
	DATE 7 JUL 99	OPR DEMA/JP-P
SUBJECT: Obligation of Funds	REGULAR POLICY LETTER DISTRIBUTION (POLICY LETTER 10.01)	

1. Assumption of the authority, duties, and responsibilities of a position does not, by itself, include the authority to obligate either Federal or state of Arizona funds.

2. **Under no circumstances** will any obligations/encumbrances be made against the United States Government except by those persons designated in writing by the USPFO, or the state of Arizona, except by those persons designated in writing by The Adjutant General. The person so designated will first assure that funds are available and that the obligation/encumbrance is within the scope of the funding source. For the purpose of this policy letter, obligations are a legal responsibility for an entity to pay a vendor for materials and/or services; while encumbrances are obligations or reservations of funds in anticipation of expenditures.

3. Take immediate steps to ensure that all the personnel under your supervision are throughly briefed and have no questions concerning this policy.

David P. Rataczak

DAVID P. RATACZAK
Major General, AZ ARNG
The Adjutant General