

INTEROFFICE MEMO



DATE: May 25, 2021

PHONE: (909) 708-8767

FROM: NANCY CS EBERHARDT
Court Executive Officer

TO: MICHAEL A. SACHS
Presiding Judge

SUBJECT: TEMPORARY DELEGATION (6/1/21 – 6/14/21) – MARY DAVIS

I, Nancy CS Eberhardt, Court Executive Officer of the Superior Court of California, County of San Bernardino, in accordance with the California Rules of Court, hereby delegate to Mary Davis, Chief Deputy Court Executive Officer, the authority given me as the Court Executive Officer, and as set forth in the attached Authorization Matrix.

Said delegation is effective for June 1 – 14, 2021, unless otherwise revoked.

This delegation shall not be sub-delegated.

A handwritten signature in black ink, appearing to be "Nancy CS Eberhardt", written over a horizontal line.

Nancy CS Eberhardt
Court Executive Officer

Approved:

A handwritten signature in black ink, appearing to be "Michael A. Sachs", written over a horizontal line.

Michael A. Sachs
Presiding Judge
Superior Court of California, County of San Bernardino

NE:sb

attachment

cc: Executive Team
Jeremy Starkey, Finance Manager
Dennis Smith, Risk and Safety Administrator

1 Superior Court of California
County of San Bernardino
2 247 West Third Street, 11th Floor
San Bernardino, California 92415
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4 IN THE SUPERIOR COURT OF THE STATE OF CALIFORNIA
5 FOR THE COUNTY OF SAN BERNARDINO
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8 IN RE:) GENERAL ORDER OF THE
9 DELEGATION OF AUTHORITY) PRESIDING JUDGE
10)
11)
12)

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14 In accordance with the California Rules of Court and the Trial Court Financial
15 Policies and Procedures Manual and the Judicial Branch Contracting Manual, the
16 Presiding Judge hereby delegates to the executives, managers, supervisors, and staff
17 of the Court the specific authority set forth in the Authorization Matrix, attached hereto
18 and incorporated herein for all purposes. (CRC 10.603(c)(6)(D) and TCFPPM, FIN.
19 4.01, 6.5). Any changes or updates to the Authorization Matrix shall be incorporated
20 and attached to this memo upon my authorized signature.

21 The Presiding Judge hereby delegates to Nancy CS Eberhardt, Court Executive
22 Officer of the Superior Court of California, County of San Bernardino, the following
23 authority:

24 1. Authorize and direct expenditures from funds available to the court, pursuant
25 to California Rules of Court, rule 10.603(b)(1)(F) and (d), and the Trial Court Financial
26 Policies and Procedures Manual, FIN 3.01, 6.3(6), including:

27 a. reviewing the Quarterly Financial Statement and Report of
28 Revenue and certifying the Quarterly Financial Statement prior to

1 submission of those reports to the Administrative Office of the Courts,
2 (TCFPPM, FIN 4.02, 6.3.4 (1)-(2));

3 b. establishing internal review procedures and approving the
4 transfer of funds between court programs, (TCFPPM, FIN 4.02, 6.5;1 (5));

5 c. creating new positions or reclassifying existing positions,
6 provided the creation or reclassification is done in advance of any
7 recruitment or filling of any position, (TCFPPM, FIN 4.03, 6.3(1) and CRC
8 10.610(c)(1));

9 d. authorizing and approving out-of-state travel and
10 international travel by court employees, (TCFPPM, FIN 8.03, 6.1.1);

11 e. authorizing and approving lodging for judges and employees
12 in excess of the applicable maximum rate, (TCFPPM, FIN 8.03, 6.1.6(2));

13 f. authorizing and approving business meal expenditures for
14 judges and employees, including those that are exceptions to the business
15 meal expenditures guidelines, (TCFPPM, FIN 8.05, 6.0-6.2 and 6.7);

16 g. authorizing and approving group business meal
17 expenditures for judges and employees, (TCFPPM, FIN 8.05, 6.4-6.5 and
18 6.7);

19 h. authorizing the destruction of bank records and other court
20 financial records (TCFPPM, FIN 12.01, 6.2.4 and 6.3.1).


21 2. Regularly and actively examine access issues including any physical,
22 language, or economic barriers that impede fair administration of justice.

23 3. Prepare records on appeal, including keeping records of outstanding
24 transcripts, reassigning reporters as needed to complete transcripts and reviewing
25 requests for extensions of time to complete criminal transcripts. (CRC 10.603(c) (10)(A)
26 and 10.603(d)).

27 This delegation supersedes any prior delegation of authority.
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1 This delegation is effective upon execution and shall continue in effect until
2 December 31, 2021, or otherwise revoked.

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5 Dated: January 1, 2020



6 Michael A. Sachs
7 Presiding Judge
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Superior Court of San Bernardino County - Authorization Matrix

Pursuant to the trial Court Policies and Procedures Manual, the Court has established the following authorization matrix listing the scope and authority for the Presiding Judge and designated trial court employees:

Description	Presiding Judge	Court Executive Officer	Deputy CEO Finance	Chief Deputy CEO	Deputy CEO and Director	Management (Exempt-Group C only)	Finance Manager	Accounting Supervisor	Budget Analyst & Supervisor	Accountant	Interpreter Services Supervisor
Purchase Requisitions/Purchases											
Tenant Improvements	Unlimited	Unlimited									
Goods, Services, & Capital Expenditures	Unlimited	Unlimited	\$10,000	\$5,000	\$500	\$250	\$5,000				
Purchase Card (CalCard) Acquisitions				\$500	\$500	\$250					
Contract Approval (after Legal Review)											
Intergovernmental Agreements (e.g. IBA, POC, MOU)	Unlimited	Unlimited									
Facilities Leases	Unlimited	Unlimited									
Facilities Maintenance	Unlimited	Unlimited									
General*	Unlimited	Unlimited									
Pre-Approval for Travel Expense and Tuition Assistance Program (TAP)											
Mileage Only (Annual Blanket)	Unlimited	Staff only Unlimited									
Out of State Travel & Travel Exceptions	Unlimited	Unlimited									
All Other Travel, Business, and Business Meal Expense	Unlimited	Staff only Unlimited	Staff only \$10,000	Staff only \$10,000	Staff only \$5,000						
Tuition Assistance Program (TAP)	Unlimited**	Unlimited**	Unlimited**	Unlimited**	Unlimited**		Unlimited**				
Accounting - Payments, Disbursements and Adjustments											
All Purchase Order and Contract Payments	Unlimited	Unlimited	\$700,000				\$250,000	\$100,000			
Revenue Distribution Payments	Unlimited	Unlimited	Unlimited				Unlimited				
Wire Transfers/ACH/EFT - for monthly distribution payments	Unlimited	Unlimited	Unlimited				Unlimited				
All Other Wire Transfers	Unlimited	Unlimited	25,000								
Non-Purchase Order / Non-Contract Payments (e.g. Credit Cards, TAP, Classification Required Licenses, etc.)	Unlimited	Unlimited	\$10,000				\$10,000				
Service Claim Form Payments (Interpreter, Per-Diem Reporter, Transcript, Appointed Service, Evaluation Claim Forms Only)			Unlimited				Unlimited	Unlimited		\$5,000	
Jury Fund Replenishment Payments	Unlimited	Unlimited	\$30,000				\$30,000				
Judge Ordered Disbursement & Bail Payments	Unlimited	Unlimited	Unlimited				Unlimited				
Travel Expense Claim Payments - All Types (TEC form)	Unlimited	Unlimited	Unlimited	Staff only Unlimited	Staff only Unlimited	Staff only Unlimited	Staff only Unlimited				
Manual Payroll from Revolving Account	Unlimited	Unlimited	Unlimited	Unlimited							
Journal Entries - Revenue Distribution Clearing Entries	Unlimited	Unlimited	Unlimited				Unlimited		Unlimited		
Journal Entries - Payroll General Ledger Adjustments & Other	Unlimited	Unlimited	Unlimited				Unlimited	Unlimited		Unlimited	
Journal Entries - Bank Deposits, Accounts Receivables, Credit Memos, Cash Receipts	Unlimited	Unlimited	Unlimited				Unlimited	Unlimited	Unlimited		
Interpreter Per Diem Rate Negotiation	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	\$2,000	Unlimited				\$1,500
Invoice Reconciliation			Unlimited				Unlimited	Unlimited		Unlimited	
Asset Management											
Asset Records Adjustment		Unlimited	Unlimited								
Asset Disposal		Unlimited									

* Requires Executive Committee approval prior to any procurement activities

** Up to amount specified per MOU, policy, or bargaining agreement (as applicable).

This matrix shall continue in effect until superseded.

Michael A. Sachs, Presiding Judge

Date