

APPROVAL SIGN OFF LIST

Services Or Circumstances	Forms Involved	Field Administrator Management Team	Director Of Program Services (Other)
Agreement for Services	Agreement for Services (DVR-9) (IPE must accompany unless it is an overall agreement)	X	
Authorizations- Expenditures of \$10,000 or more	Authorization (EP-8)	X	X
New Counselors- initial probationary period	IPE Authorization (EP-8) (exclude routine diagnostic exams)	X	
Price Contract and Bid Items	IPE EP8-3 Attach itemized list	X	Finance Officer
Referrals-Relatives	Referral Information	X	
Self-Employment Enterprises	IPE Business Plan Authorization (EP-8)	Local Teams	
Training-Prior Approval Graduate Level (if other than Entrance level of Vocational objective)	IPE Authorization (EP-8)	X	
Training-In foreign Countries	IPE Authorization (EP-8)	X	Director