

IN THE CIRCUIT COURT OF THE 16TH
JUDICIAL CIRCUIT OF THE STATE OF
FLORIDA IN AND FOR MONROE COUNTY

ADMINISTRATIVE ORDER 11.014

IN RE:

AUTHORIZATION AND APPROVAL OF
TRAVEL AND CONTRACTS

_____:

WHEREAS, Section 112.061(3) (a) requires that all travel must be authorized and approved by the head of the agency, or his or her designated representative; and

WHEREAS, the chief judge of the circuit is the “head of the agency” for the purpose of this statute; and

WHEREAS, in the Budget Administration and Accountability Seminar held in conjunction with the Annual Business Meeting of the Florida Conference of Circuit Judges on June 21, 2004, the circuit chief judges agreed that the circuits’ trial court administrators should be designated to authorize and approve travel; and

WHEREAS, Section 43.26(2) (f) gives the chief judge of the circuit the power to delegate to the trial court administrator, by administrative order, the authority to bind the circuit in contract;

NOW, THEREFORE, it is **ORDERED**:

The trial court administrator of the 16th Judicial Circuit is delegated to authorize and approve all travel and to bind the circuit in contract pursuant to statute, rule, policies and procedures of the State of Florida’s Chief Financial Officer and policies and procedures of the Office of the State Courts Administrator.

DONE AND SIGNED in Chambers, at Key West, Monroe County, Florida, this the
28th day of June 2004.

Richard G. Payne
Chief Judge