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King County
Department of
Natural Resources and Parks
Director's Office
King Street Center
201 S. Jackson St, Suite 5700
Seattle, WA 98104-3855

March 8, 2024

TO: DNRP Division Directors & Deputy Directors

FM: John Taylor, Director DocuSigned by: John Taylor E7B54FB3C34646A...

RE: Delegation of Signature Authority (DoSA)

The purpose of this memorandum is to provide you with the most current Delegation of Signature Authority (DoSA) policies, to which I have fully approved for use within your divisions.

- Environmental – reviewed and approved on 3/8/24
- Procurement – reviewed and approved on 3/8/24
- Legal/Executive – reviewed and approved on 3/8/24
- Administrative (Fiscal/Other) – reviewed and approved on 3/8/24

Please note a couple of points of interest:

- Waivers no longer need to come to the Director's office for approval. Division Directors and Deputy Directors are the delegated approvers/signers. If you wish to delegate elsewhere in your division, you will need to seek approval from me by way of a memo that we can keep on file.
- Reminder for other Procurement delegations as noted on the document, if you wish to have others in your division be delegated signers, you will need to seek approval from me by way of a memo that we can keep on file.

If you have any questions related to the DoSA, please contact Chris Zanassi for assistance.

cc: Chris Zanassi, Administrator II