

RSA Information from the Strategy, Planning, and Budget Office

!"# \$%&' (\$)!*+!&,"-!* ./&! # !01'2 + .3*

An RSA is a contractual agreement between state entities (agencies, appropriations, allocations) for reimbursement of services performed. An RSA may be used to finance the provision of a service if:

1. The agency that requires the service has, by law, the authority to obtain or provide the service and has an appropriation that may be used for that purpose; and
2. The agency that provides the service bills the agency administering the available funds based on:
 - a) The actual cost to provide the service; or
 - b) A cost allocation method approved by the office.

For simplified preparation, you can use the auto-populating form linked from our website and found here (<https://uaf.edu/finserv/finance-accounting/forms/index.php#rsa>). The fields in the Printable RSA form are completed based on information entered on the Entry Form tab. The completed form is able to be printed to pdf and routed via docusign. Review requirements and signature authority vary by campus. General information and local contact information is available on the Hints and Routing tab. This form o

OMB Revised Program Delegation of Approval Matrix

ASDs may delegate approvals for items noted with ** through a written delegation filed with OMB.
Other approvals may not be delegated unless through a formal assignment of acting status.

Exempt or Partially Exempt Positions	Final approval
Hiring/appointing exempt, partially exempt (Includes AS 39.27.010(k)), or temp exempt positions range 21 & above (include resume and prior incumbent salary)	Chief of Staff through the ASD, and OMB Budget
Establishing new exempt or partially exempt positions of any type (except interns): full-time, part-time, seasonal, temporary, and nonpermanent	OMB Budget through ASD (Chief of Staff approval as determined by OMB)
Extending temporary, short-term, long-term nonpermanent exempt and partially-exempt positions	OMB Budget through ASD
Change position location, type, or job title for exempt and partially-exempt positions, except temporary exempt positions established under AS 39.25.110(9)	Commissioner through ASD

Note: Position changes approved and submitted in the Governor's budget scenario require a PAF for OMB approval only.

**OMB Revised Program
Delegation of Approval Matrix**

ASDs may delegate approvals for items noted with ** through a written delegation filed with OMB.
Other approvals may not be delegated unless through a formal assignment of acting status.

Budget Transfers	Final approval
Transfers to	