

1 SUPERIOR COURT  
2 COUNTY OF SAN BERNARDINO  
3 247 West Third Street, Eleventh Floor  
4 San Bernardino, CA 92415  
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8 **IN THE SUPERIOR COURT OF THE STATE OF CALIFORNIA**  
9 **FOR THE COUNTY OF SAN BERNARDINO**  
10

11 IN RE:

12 DELEGATION OF AUTHORITY  
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} GENERAL ORDER #GO22-027

} GENERAL ORDER OF THE  
PRESIDING JUDGE

17  
18 In accordance with the California Rules of Court and the Trial Court Financial  
19 Policies and Procedures Manual and the Judicial Branch Contracting Manual, the  
20 Presiding Judge hereby delegates to the executives, managers, supervisors, and staff  
21 of the Court the specific authority set forth in the Authorization Matrix, attached hereto  
22 and incorporated herein for all purposes. (CRC 10.603(c)(6)(D) and TCFPPM, FIN.  
23 4.01, 6.5). Any changes or updates to the Authorization Matrix shall be incorporated  
24 and attached to this memo upon my authorized signature.

25  
26 The Presiding Judge hereby delegates to Nancy CS Eberhardt, Court Executive  
27 Officer of the Superior Court of California, County of San Bernardino, the following  
28 authority:

General Order: Delegation of Authority

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

- 4 a. reviewing the Quarterly Financial Statement and Report of Revenue and  
5 certifying the Quarterly Financial Statement prior to submission of those  
6 reports to the Administrative Office of the Courts, (TCFPPM, FIN 4.02,  
7 6.3.4 (1)-(2));
- 8 b. establishing internal review procedures and approving the transfer of  
9 funds between court programs, (TCFPPM, FIN 4.02, 6.5; 1 (5));
- 10 c. creating new positions or reclassifying existing positions, provided the  
11 creation or reclassification is done in advance of any recruitment or filling  
12 of any position, (TCFPPM, FIN 4.03, 6.3(1) and CRC 10.610(c)(1));
- 13 d. authorizing and approving out-of-state travel and international travel by  
14 court employees, (TCFPPM, FIN 8.03, 6.1.1);
- 15 e. authorizing and approving lodging for judges and employees in excess of  
16 the applicable maximum rate, (TCFPPM, FIN 8.03, 6.1.6(2));
- 17 f. authorizing and approving business meal expenditures for judges and  
18 employees, including those that are exceptions to the business meal  
19 expenditures guidelines, (TCFPPM, FIN 8.05, 6.0-6.2 and 6.7);
- 20 g. authorizing and approving group business meal expenditures for judges  
21 and employees, (TCFPPM, FIN 8.05, 6.4-6-5 and 6.7);
- 22 h. authorizing the destruction of bank records and other court financial  
23 records (TCFPPM, FIN 12.01, 6.2.4 and 6.3.1).

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


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

3 This delegation supersedes any prior delegation of authority.

4 This delegation is effective upon execution and shall continue in effect until  
5 December 31, 2023, or otherwise revoked.

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7 Dated this 1<sup>st</sup> day of January, 2022.

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11 R. Glenn Yabuno  
12 Presiding Judge of the Superior Court  
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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:

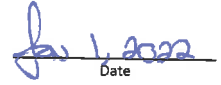
Description	Presiding Judge	Court Executive Officer	Deputy CEO Finance	Chief Deputy CEO	Deputy CEO and Director	Management (Exempt-Group C only)	Finance Manager	Accounting Supervisor	Supervising Budget Analyst	Budget Analyst	Accountant	Interpreter Services Manager
<b>Purchase Requisitions/Purchases</b>												
Tenant Improvements	Unlimited	Unlimited										
Goods, Services, & Capital Expenditures	Unlimited	Unlimited	\$50,000	\$50,000	\$5,000	\$500	\$25,000		\$15,000	CONFIRM BUDGET AUTHORITY ONLY		
Purchase Card (CalCard) Acquisitions				\$5,000	\$1,000	\$500						
<b>Contract Approval (after Legal Review)</b>												
Intergovernmental Agreements (e.g. IBA, POC, MOU)	Unlimited	Unlimited										
Facilities Leases	Unlimited	Unlimited	Unlimited									
Facilities Maintenance	Unlimited	Unlimited	Unlimited									
General*	Unlimited	Unlimited										
<b>Pre-Approval for Travel Expense and Tuition Assistance Program (TAP)</b>												
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	Unlimited	Staff only \$10,000	Staff only \$10,000	Staff only \$5,000							
Tuition Assistance Program (TAP)	Unlimited*	Unlimited*	Unlimited*	Unlimited*	Unlimited*				Unlimited*			
<b>Accounting - Payments, Disbursements and Adjustments</b>												
All Purchase Order and Contract Payments	Unlimited	Unlimited	\$1,000,000				\$300,000	\$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	\$50,000				\$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 (emergency exception)	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited		Unlimited					\$1,500
Invoice Reconciliation			Unlimited				Unlimited	Unlimited			Unlimited	
<b>Asset Management</b>												
Asset Records Adjustment		Unlimited	Unlimited								25,000	
Asset Disposal		Unlimited										

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

This matrix shall continue in effect until superseded.

  
R. Glenn Yabuno, Presiding Judge

  
Nancy C. Eberhardt, Court Executive Officer

  
Date