

A PAAR Fund Coordinator Responsibilities

An FAA manager, supervisor, or coordinator is in charge of and responsible for all PAAR Fund procedures in their office and ensures compliance as follows:

- Obtains approval for PAAR check (AS-023) signers for the office. (See [PAAR Check Signature Authorization](#))
- Maintains security procedures for blank and unissued PAAR checks. (See [PAAR Check Security](#))
- Ensures all PAAR fund policies and procedures are enforced.
- Monitors all PAAR fund expenditures to ensure that they are only used for eligible purposes.
- Maintains an updated list of persons authorized to approve the issuance of PAAR checks and those authorized to sign the checks. Provides a copy to the designated PAAR clerk in the office.
- Ensures all PAAR fund checks received or issued are keyed into the automated Public Assistance Revolving-fund Integrated System (PARIS). PARIS is available to designated staff through AZTECS.
- Ensures designated staff are trained to inquire and update PARIS.
- Prepares and submits a Request for Terminal Access (J-125) form to Data Security to obtain access to PARIS for designated staff.