

WGTC 3.5

Signature Authority within the College

The President shall authorize signature authority guidelines to be established to govern purchasing and overall buying of goods and services throughout the college. This signature authority may be changed or adjusted by recommendation of the President of the College or by recommendation of the Senior Staff.

Procedure

Signature Authority will be authorized by the President of the College upon recommendation from the senior staff. The goal of the signature authority procedure is for some staff to have up to a certain dollar figure as the final approval step. Thus, if a requisition is below your assigned threshold then it goes straight to the business office for processing without having to be signed by another approver within the college.

The following are the approved levels of signature authority:

- Deans may approve up to \$2,999.99.
- The Vice President for Administration may approve up to \$4,999.
- The President of the College will approve all expenditures that exceed \$5,000.

The President or her designee will sign all contracts that bind the college for terms within the contract, agreement, or MOU (Memorandum of Understanding).

The President of the College shall designate a member of the Senior Staff to sign purchase requisitions when she is absent for a period of time.

The President must sign all requisitions where the direct report has signed the first line as the requisitioner; the President will also approve all reimbursement requests for travel expenses.

No employee may sign agreements on behalf of the college, no exceptions. All agreements, contracts, or MOU's must be reviewed by VPA prior to signature from President or her designee. All agreements (with exception of Adjunct Agreements), MOU's, or contracts that have any financial obligation must be on file with the Vice President for Administration for record keeping purposes. Any employee contractually binding the college without prior approval shall be deemed in non-compliance with this procedure, resulting in in positive discipline action.

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