



Policy Name:	Approval Signatures		
Effective Date:	Historical	Revised Date:	11/01/07
Recommended by:	William W. Wood	Approved by:	PAC

POLICY:

It is the College's policy to require approval signatures at various levels of authority before making any commitment to purchases and/or payments.

PURPOSE:

To provide in a formal manner a system of approval for purchases and/or payments.

PROCEDURE:

All requests for purchases and/or payments **MUST** be accompanied by the appropriate documentation, such as an invoice, letter or memo of authorization, etc.

Additionally, **BEFORE** any requests for purchases or payments are made, approval signatures **MUST** be obtained as follows:

1. For requests less than \$1,000, unless determined otherwise by the Divisional Vice President, only the department head's signature is required.
2. For requests from \$1,000 to \$5,000, the department head's signature and respective Divisional Vice President's signature are required.
3. For requests over \$5,000, the department head's signature, respective Divisional Vice President's signature and Vice President for Administrative and Financial Services or President's signature are required.

The following approval authorities have been delegated:

Director of Human Resources: payment of employee withholding and college contributions to our several benefits plans (e.g., health insurance, TIAA-CREF, dental, vision, moving allowances, flex spending, etc.).

Controller: student refunds up to \$10,000, payroll deductions (garnishments, etc.).

Director of Facilities Operations and Services: routine utilities (e.g., gas, electric, fuel oil), departmental cell telephones.

Approved blanket purchase orders do not require further authorization.



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To obtain a list of approval authorizations contact the Associate Vice President and Controller at 7748.

Direct questions regarding the use of this policy and/or procedure to the Associate Vice President and Controller at 7748.