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| Signature Authority | Procedure Number | 4.1.2P |
| | Effective Date | October 27, 2009 |

1.0 PURPOSE

Administration and Finance maintains a signature database that lists all individuals who have been granted the authority to sign payment documents encumbering funds or charge expenses on LCCC accounts. Each department administrator will be required to sign next to his/her printed name on an audit control card that is kept in the signature manual.

These procedures are to aid the College maintaining a high standard of risk management. By signing forms/documents, the department administrators are taking responsibility for what is contained therein.

Department Administrators are given authority to initiate payment documents up to \$2,500 such as requisitions, LPOs, travel requests, travel expense reimbursements, etc., for their respective accounts.

President’s Cabinet Members (President, Vice President of Academic Affairs, Vice President of Administration and Finance, Vice President of Student Services, Executive Director of Human Resources, Associate Vice President of Institutional Advancement, and Associate Vice President of Institutional Effectiveness) and Dean of Workforce and Community Development approve payment documents of \$2,500 or more.

President signs all contracts, memorandums of understanding (MOUs), agreements, and payment documents for the Board of Trustees.

Vice President of Administration and Finance reviews all contracts, memorandum of understandings and agreements and gives budget approval on all payment documents.

Note: If a department administrator is the vendor on a payment document (i.e., he/she is requesting reimbursement for his/her own expenditures), his/her supervising administrator’s signature is required.

2.0 REVISION HISTORY

Adopted on: 10/27/09

3.0 PERSONS AFFECTED

All LCCC Employees are affected by this procedure.

4.0 DEFINITIONS

5.0 PROCEDURES

- A. As deemed necessary by an area’s President’s Cabinet member, departmental guidelines for signature authority may be more, but not less, restrictive.

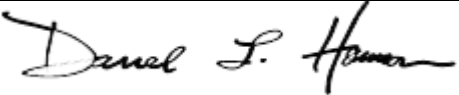
- B. No signature stamps will be allowed.
- C. President’s Cabinet administrators may delegate their signature authority and responsibility only when they are absent from the College, and then only to an administrator delegated by their President’s Cabinet member. The person to whom signature authority is delegated should sign in this format: “Don Delegate for Mary Manager.”

The request for signature authority delegation is made in writing and submitted to the Vice President of Administration and Finance prior to the effective date using the “Signature Authority/Delegation for Payment Document” form found on the LCCC Intranet (EaglesEye).

- D. All employees, including administrators, must personally sign their own travel request (TR) forms when requesting to travel on College business. Traveler signatures cannot be delegated.
- E. The President’s Cabinet member of the area from which services are requested will determine which signatures are required and which forms will be used, based on written LCCC procedures. No forms will be changed without the permission of the President’s Cabinet member in charge of that form/procedure, nor will any new form be introduced in his/her area without his/her approval.
- F. Adding/Deleting a Department Administrator

President’s cabinet member adds or deletes an individual as a signer for an LCCC department by submitting a Signature Authority/Delegation for Payment Document form to the Vice President of Administration and Finance. This form contains:

- 1) Purpose and source of funds
- 2) Person’s name to be added/deleted to account(s) as signer
- 3) Effective date
- 4) Signature of the requesting President’s Cabinet member
- 5) Complete signature of the department administrator responsible for the new account

| REQUIRED | NAME/SIGNATURE | DATE |
|-----------------------------------|--|----------|
| Initiator (Name) | Carol Hoglund, Vice President Administration and Finance | 9/22/09 |
| Approval by President's Cabinet | | 10/27/09 |
| Approval by President (Signature) |  | 10/27/09 |