

INSTITUTIONAL POLICY: GA-12

CATEGORY: General Administration

SUBJECT: Signature Authorization

EFFECTIVE DATE: February 1, 1990

LAST REVISION DATE: January 21, 1998

The following officers shall be authorized to sign on behalf of the institution for the purposes indicated below:

I. President

All documents relating to policy decisions and the following fiscal documents:

- A. Expenditure Schedule
- B. Request for Payroll Checks
- C. Transmittal Requests
- D. Purchase Orders
- E. Inventory Control Documents
- F. Out-of-State Travel Requests
- G. Authorization for Extension of Leave Accumulation
- H. Personnel Action Documents

II. Vice President For Academic Affairs And Dean

Policy documents relating to the academic departments and the following fiscal documents:

- A. Request for Payroll Checks
- B. Transmittal Requests
- C. Purchase Orders Personnel Action Documents
- D. Travel Reports

III. Vice President, Finance

- A. Request for Payroll Checks
- B. Transmittal Requests
- C. Travel Reports
- D. Purchase Orders
- E. Checks written on Financial Aid Accounts (accounts maintained in local banks)
- F. Personnel Action Documents

IV. Director Of Personnel

- A. Personnel Action Forms

V. Director Of Purchasing

- A. Documents pertaining to Inventory Control
- B. Purchasing Documents for orders under \$3,000

VI. Supervisor, Stores & Receiving

- A. Documents pertaining to Inventory Control

VII. Storeroom Clerk II

- A. Documents pertaining to Inventory Control