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Revision Responsibility: President  
Responsible Executive Officer: President

Source/Reference: [TBR Policy 1:03:02:20](#)

## **PURPOSE**

To delineate who has authority to sign documents that commit the College for legal or business purposes in the President's absence.

## **POLICY**

### **I. General**

This policy applies when exercising delegation of authority and signature authorization for any transaction that could create a financial liability for Columbia State Community College. Examples include, but are not limited to, contracts, purchase orders, memorandums of agreement, and travel authorizations. Examples outside the scope of this policy include, but are not limited to, course overloads, student advising, and reductions in student course loads.

### **II. Delegation of Authority**

A. The President delegates signature authority in the following order in his/her absence:

1. Vice President for Finance and Administration
2. Vice President for Academic Affairs

B. No one else other than those identified in this policy may sign for the President unless specifically authorized by the President on a case by case basis.

### **III. Procedures**

A. Personnel with delegated authority should sign the name of the person of authority followed by their name and title.

For example: *President John Doe by Jane Smith, VP Business Affairs*

B. Persons with delegated authority should have a clear and current understanding of their authority and its limitations and the President's perspective when exercising the delegated authority.