

I:01:07 Delegation of Authority/Signature Authorization Policy

Scope

This policy applies when exercising delegation of authority and signature authorization for any transaction that could create a financial liability for Volunteer State Community College (VSCC). Examples include, but are not limited to, contracts, purchase orders, grants, 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.

I. Delegation of Authority

As required by Tennessee Board of Regents Policy 1:03:02:20 this VSCC policy addresses delegation of authority and signature authorization in all applicable TBR and VSCC policies.

Provisions of this policy require:

- a. Delegations/authorizations must be in writing, with level of authority, any restrictions on authority and period of authority, if any, clearly noted.
- b. Delegations should run from the official holding authority to act directly to the person exercising that authority. The principle is that the person holding authority should have direct knowledge of who within the College is exercising that authority on their behalf.
- c. Personnel with delegated authority shall be qualified to do so by training and experience. The person making delegation is responsible for ensuring the person to whom authority is delegated is qualified and understands the application of the authority delegated.
- d. Delegations requiring the Chancellor's approval must be properly obtained.
- e. Authority assigned to the Chancellor, Presidents, or Vice Chancellors by policy, guideline or statute cannot be delegated unless specifically allowed in the appropriate policy, guideline, or statute.

II. Implementation:

- a. To ensure persons with delegated authority have a clear, current understanding of their authority and its limitations, training will occur periodically. At a minimum, training will require a review of applicable policies and procedures by the person delegating authority and signature authorization and the person(s) designated to exercise authority.
- b. Personnel with delegated authority will sign the name of the person of authority followed by their name. For example: President John Doe by Jane Smith
- c. The ramifications of exceeding or misapplying one's delegated authority shall be uniformly enforced as outlined in TBR and VSCC policies addressing fraud, waste, theft, or other prohibited actions.
- d. Copies of signed documents will be kept on file in the departments delegating the signature authority.

TBR Source: TBR Meeting September 21, 2012

VSCC Source: President's Cabinet, November 5, 2012; President's Cabinet, January 13, 2014

VOLUNTEER STATE COMMUNITY COLLEGE

Signature Authority Approval Form

I give approval and have provided education regarding the documents below to _____ as _____
 (Name) (Position Held)

effective as of _____, 20_____, to sign documents on my behalf for the
 (Date)

- College
 Department of _____
 (Department Name)

The approval given by this document will remain in force until permission is revoked in writing or upon end of employment with the College/Change in the current position of either party involved.

Approval is given as follows:

<u>At All Times</u>	<u>In My Absence</u>	<u>Document Title/Type</u>	<u>Dollar Limit if Any*</u>
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
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<input type="checkbox"/>	<input type="checkbox"/>		

*The Chancellor's signature is required on all documents that include dollar amounts in excess of \$249,999.99.

 Approving Signature

 Date

 Position

 Department

Revoked on _____ (Date) by _____ (Signature)