**EvCC1020P: SIGNATURE AUTHORITY**
Original Date: October 1981
Revision Date: October 30, 2018
Procedure Contact: Vice President of Administrative Services

**PROCEDURE**
Many administrative tasks need to be approved and signed on behalf of Everett Community College. This procedure designates who, within Everett Community College, is authorized to sign and approve documents on behalf of the college. Items requiring signature that are not addressed by this list must be submitted to the President for approval or delegated authority.

**DESIGNATED AUTHORITY CHART**

| TRANSACTION | AUTHORITY |
|---|---|
| Hiring approval: full time employees | President |
| Hiring approval: part-time (less than 50% FTE) | Vice President |
| Accepting resignation | Vice President, with notification to President |
| Termination | President |
| Posting job opening | President, Vice President of Administrative Services, VP of area, budget office |
| Posting job opening for part time (less than 50% FTE) | Vice President, dean/director, budget office |
| Purchase less than $5,000 | Budget authority |
| Purchase more than $5,000 | Vice President |
| Meals/light refreshment forms | Budget authority; accounting |
| Travel Authorization/ in state | Supervisor; budget authority |
| Travel Authorization / out of state | President, Vice President; supervisor, budget authority |
| Time and Leave reporting | Supervisor or designee |
| Annual employment contracts | President via electronic signature |
| Union Collective Bargaining Agreement: | Classified- Office of Financial Management (consortium) and President<br>Faculty-Board of Trustees<br>Exempt-Board of Trustees |
| Union Memorandums of Understanding | Classified: OFM and President<br>Faculty: President or designated management representative<br>Exempt: President or designated management representative |
| Grant Applications under $25,000 | Grants office; Vice President, budget office |
| Grant Applications over $25,000 | Grants office; President |
| Grant acceptance over $25,000 | President; grants office |
| Purchasing contracts over $10,000 | Vice President; Director of Logistics |
| Purchases over $25,000 to $74,999 | Vice President; Vice President of Administrative Services |
| Purchases over $75,000 | Vice President; President |
| Leases | President, Vice President, Vice President of Administrative Services |
| Interagency agreements | Vice President; President |
| Petty cash | Budget authority |
| Procurement (credit) cards | Transaction: authorized user<br>Monthly reports: budget authority; Vice President (over $5,000) |

**REVISION HISTORY**
Original Date: October 1981
Revision Dates: January 10, 2001; June 20, 2017; January 30, 2018, October 30, 2018

**APPROVED BY**
President's Staff