

Polk State College Procedure

Subject	Reference	Date	Number
Authority to Sign Various College Documents	Rule 1.09 FS 1001.65(5)	7/8/11	6001

I. Purpose

The purpose of this procedure is to delegate authority to certain College administrative and professional/technical employees to sign College documents as authorizing officials.

II. Procedure

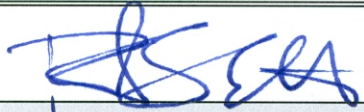


- A. The persons holding the positions noted in the attached tables have the authority to sign the documents as identified in the table. Recipients of this authority are requested to familiarize themselves with the referenced material. It is also expected that they will carry out the letter and spirit of College, Board, and state rules, particularly in view of the fact that their signatures in most cases will affect College personnel and result in the obligation of taxpayers' money. Authority to act necessarily implies acceptance of the corresponding responsibility. Authority to act also implies that the action will be within the Budget amount currently available for the purchase.
- B. Authority to sign also extends to interim administrators and Budget Heads, unless the direct supervisor of that position withholds the authority. If no official is assigned as "interim", then the next higher level supervisor will be the approving authority for the duration of the absence.
- C. Except as noted, the delegate must be an administrative or professional/technical employee of the College. Budget heads are defined as administrative or professional/technical employees who are responsible for the first level of budget control.
- D. Authority delegated to administrators can be restricted by higher level administrators for good reason. For example, a Vice President might limit a budget head's authority to approve travel reimbursement requests in excess of a certain amount. Restrictions of this nature, together with justifying reasons, must be forwarded for approval to the appropriate Vice President or Provost, and the office which must take action on receipt of the signed document.
- E. The processing of the document to the authorized signatory will be via appropriate channels.
- F. Obligations or expenditures from College accounts are not permitted unless the budget head has given his/her approval.
- G. Delegations of authority to sign documents covered separately in other PSC Procedures are not included in this procedure (for example, Budget Amendments).

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Attachments: Two (2)

History: Adopted: August 6, 1975
 Renumbered: October 31, 1980
 Revised: August 15, 1983; October 30, 1986; February 15, 1991; December 21, 1999;
 January 9, 2007; July 8, 2011

Distribution: All Holders of the PSC Procedures Manual

	7/8/11		7/8/11
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
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President's Approval			Date