

COLORADO COMMUNITY COLLEGE SYSTEM

SYSTEM PRESIDENT'S PROCEDURE

DELEGATION OF SIGNATURE AUTHORITY

SP 8-60b

Reference:

Board Policy on Delegation of Signature Authority, BP 8-60.

Effective: October 8, 1987

Revised: November 12, 1987

March 14, 1996

December 1, 1997

Retitled: September 14, 2000

Retitled/Revised: August 25, 2001

Approved:

Joe D. May, System President

Application:

This procedure applies to System Vice Presidents, College Presidents and/or College Chief Business Officers.

Basis:

Board Policy permits the System President to implement procedures to delegate signature authority to System Vice Presidents, College Presidents and/or College Chief Business Officers. These procedures shall incorporate review to assure that legal requirements are met, and that there is approval by other state agencies and officials as required by statute and State Fiscal Rules. The System President may withdraw or restrict such delegation.

Procedure:

SYSTEM VICE PRESIDENTS' AUTHORITY:

The System President hereby delegates to the System Vice Presidents authority to approve arrangements within their respective budget areas which do not exceed \$200,000, or the equivalent, in the aggregate. They may further delegate in writing to appropriate staff within their area authority to approve arrangements which do not

exceed \$50,000, or the equivalent, in the aggregate. All arrangements to commit funds must be approved by the state controller or his designee. The System Vice President for Finance and/or System Vice President for Educational Services are delegated authority to approve expenditure contracts which do not exceed \$500,000 in the aggregate. The System Controller is delegated authority to approve System capital construction contracts and other project documents acting in the capacity of principal representative for projects which have been funded by the General Assembly as line item (specific) appropriations and approved by the board.

COLLEGE PRESIDENT'S AUTHORITY:

Authority to Commit Funds

The System President hereby delegates to the college presidents and/or to college chief business officers the authority to approve capital construction contracts and other project documents acting in the capacity of principal representative for projects which have been funded by the General Assembly as line item (specific) appropriations and approved by the board; and other arrangements within the college budget which involve less than \$200,000 or the equivalent, in the aggregate. College presidents may further delegate in writing to appropriate college staff such authority for arrangements which do not exceed \$50,000, or the equivalent, in the aggregate.

Authority to Receive

The System President hereby delegates to the college presidents the authority to receive student financial aid monies, and to receive gifts, services, goods, property, or other money so long as they are unencumbered and the system president is informed, in advance, of receipts in excess of \$500,000, or the equivalent, in the aggregate.

CONDITIONS OF DELEGATION:

It is the responsibility of the College Presidents and System Vice Presidents to assure that funds are available within approved budgets, and that actions are consistent with Federal and/or State Statutes, State Fiscal Rules, Board Policy, System Procedures, and other State and Federal Rules and Guidelines. College Presidents and System Vice Presidents will promulgate procedures to assure that contractual arrangements meet all legal requirements, and that approvals of other agencies and officials are obtained as may be required by statute or State Fiscal Rules.