

Southwest Tennessee Community College Delegation of Signature Authority

TBR Policy 4.02.01.00 Approvals of Agreements and Contracts states that “All agreements and contracts affecting an institution must be approved and executed by the President or the President’s designee.”

TBR Policy 1.03.02.20 Delegation of Authority/Signature Authorization states that “This policy applies when exercising delegation of authority and signature authorization for any transaction that could create a financial liability for an institution.” This includes contracts, purchase orders, memorandums of agreement, other agreements and travel authorizations.

According to these policies, at Southwest:

1. All delegations/authorizations must be in writing
2. Delegations will run from the official holding authority to act directly to the person exercising the authority.
3. Personnel with delegated authority must be qualified to do so by training and experience, with the person making the delegation holding responsibility for ensuring delegate is qualified and understands the authority.
4. The ramification for exceeding or misapplying one’s delegated authority is disciplinary action.
5. Authority assigned by policy may not be delegated unless policy specifically states such delegation is allowable.

Delegation: I give approval and have provided education regarding the documents below to (name) _____ as (position) _____

effective as of (date) _____, to sign indicated documents on my behalf for Southwest Tennessee Community College. The approval given by this document will remain in force until permission is revoked in writing or upon the end of employment with the College in the current position of either party involved.

Document Title/Type	Dollar Limit If Any*

*The TBR 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)