

Org. Code Signature Delegation

Print Name: _____

Job Title: _____

Dollar Limitation: _____

(Dean/Director cannot exceed \$10,000; other delegate cannot exceed \$5,000)

Effective Date: _____

Authorized Org Codes (Please enter in numerical order)

If not able to enter all org code numbers, staple list to this delegation sheet.

I am aware of my responsibility to ensure adherence to the fiscal management roles and responsibilities policy, state fiscal and procurement rules, federal, and state laws on the transactions I approve. I accept this delegation.

Signature: _____ Date: _____

Printed Name: _____ Initials: _____

Org Code Owner Name: _____

Signature authority, or the ability to approve purchases on my behalf, is hereby delegated. I understand this delegation will allow the execution of purchases and authorization of payments up to the amount listed above.

Org Code Owner Signature: _____ Date: _____

Vice President/President Signature: _____ Date: _____

Elimination of Signature Authority

Signature authority shall be eliminated immediately if individual leaves the college or if the Purchasing Office is instructed to remove delegation by the appropriate Dean/Director or Vice President.

WHEN FULLY EXECUTED, SEND FORM TO THE PROCUREMENT OFFICE, BOX C2