

**SLCC Signatory Authority Policy**  
**Master List of Authorized Signers of College Contracts and Agreements**  
**9/14/2018**

***General Instructions and Guidance***

This document shows employee positions that have been delegated signature authority for specific types of agreements and contracts related to their areas of responsibility.

**Small Dollar Purchases and Agreements (Less than \$1,500)**

Budget Center Managers are empowered to make small dollar purchases (less than \$1,500) of products and services for their areas of responsibility. Other individuals may be designated by the Budget Center Manager to also make small dollar purchases when properly instructed such as those approved to possess a P-Card. Most small dollar purchases are made via the P-Card and will not involve a separate contract or agreement; but if so, Budget Center Managers have the authority to sign these agreements for their areas of responsibility provided an approved College standard contract is used. Current standard contract templates can be found on the Risk Management and Purchasing Services websites. With this delegation comes the responsibility to be certain that purchases are appropriate, reasonable, necessary, are only for business purposes, comply with all internal or external (grant or donor) restrictions, and that any risks to the College are mitigated. The College risk manager and legal counsel should be consulted if there are any risk questions or issues related to small dollar contracts or agreements.

*(For assistance with small dollar purchase decisions, Budget Center Managers should refer to the separately issued College "Small Dollar Purchase Guidelines".)*

**Purchase Requisitions (Purchases greater than \$1,500)**

The College has an on-line requisition and approval process for purchasing goods and services greater than \$1,500. In general, the process exists to ensure procurement is conducted fairly, legally and that the College is getting the best value for the cost. These requisitions are approved by different supervisory levels depending on the dollar cost and whether the procured products are capital assets, or IT software or hardware. Such approved purchases normally result in "Purchase Orders or Term Contracts", which are agreements signed by the Director of Purchasing.

**Non-Requisitioned Purchase Agreements/Contracts**

When requesting the purchase of a "service" that may not be conducive to issuing a purchase order, the requested purchase will generally be subject to a separate agreement/contract. Because these purchase requests do not route through the online requisition/approval process, a separate agreement/contract review and approval process serves as the required procurement approval function. The proposed agreement/contract is launched into this separate process by the cognizant vice president or provost using the College "Contract Routing Sheet". Refer to the Contract Signatory Authority Policy and Procedure C1S05.01 for the routing sheet and contract approval procedures. If the agreement or contract passes all required approval reviews, it is to be signed (executed) by the appropriate authorized individual in compliance with College policy.

*(Note that service purchases under \$1,500 that have a separate vendor agreement/contract must also be routed through the contract review and approval process.)*

**One-Time Services Up to \$3,000 and Independent Contractor Form**

The College allows for the purchase of one-time services (for example: entertainer, speaker, consultant) up to \$3,000 using the appropriate standard contract template without seeking competition conducted by Purchasing Services. If the proposed contractor requires the use of their own agreement/contract, or it is in the best interest of the College to have a more detailed contract other than the College's standard contract template, then the proposed contract must be routed through the contract review and approval process.

The following is a list of agreements/contracts (not all inclusive) that generally do not go through the online requisition/approval process:

Title or Position	General Description of Contract/Agreement
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<b>President's Office</b>
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**College President**

- College Accreditation Reports/Agreements
- Sabbatical Leave Agreements
- Faculty Tenure Agreements
- International Travel Requisitions
- Sponsored Contracts and Grants- Pre Submission Approval
- Law Suit or Legal Settlements

**Special Assistant to the President**

- Workshop and Event Speaker Contracts

**Administrative Assistant to the President**

- Special Event Hotel and Space Usage Contracts
- Event Speaker and Entertainment Contracts

**Executive Assistant to the President**

- Special Event Hotel and Space Usage Contracts
- Event Speaker and Entertainment Contracts

<b>Business Services Division</b>
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**Vice President of Finance and Administration, CFO**

- Real Estate agreements :
  - Purchase or Sales of Buildings and Land
  - Trust deeds
  - Land, Building and Parking Lot Leases
  - Property Right-of-Way and Easements
  - Lease of College Space or Real Estate by Private Entities  
(intended to be Long-Term lease of College Facilities - term greater than one week)

- College-Wide Business Operations Related Agreements:
  - Public Safety/Police Agreements
  - Food Service Vendor/Catering Agreements
  - Retail Business Operation Agreements
  - Collection Agency Agreements
  - Pollution Remediation or Environmental Protection Agreements
  - Lease/Purchase of Equipment Agreements
  - Credit Card Processor Agreements
  - Banking Agreements
  - Debt Financing or Bond Agreements
  - College Fiscal Agency Agreements
  - College Equipment Maintenance Agreements (Not Department Specific)
  - Federal Indirect Cost Agreements

- College-Wide IT Related Agreements:
  - Major Software and Computer Agreements
  - College Phone/Communications Related Agreements

- Food Services Vendor/Catering Agreements

**Chief Information and Security Officer**

- College-Wide IT Related Agreements:
  - Major Software and Computer Agreements
  - College Phone/Communications Related Agreements

**Controller/Assistant Vice President**

- College Purchase Orders
- Term Contracts (resulting from a Purchasing Services procurement process)
- Tax Returns
- Vendor Credit Applications
- Financial Audits - Agreements to Implement Audit Findings

**Treasurer/Associate Controller**

- All Investment Purchases
- Payroll Related Tax Returns
- Workers Compensation Premium Policy (Annual)

**Assistant Controller**

Tax Returns  
Vendor Credit Applications  
Corporate Credit Card-Employee Applications

**Associate Vice President of Facilities Services**

College Utilities Related Agreements  
Water Rights  
Cell Phone/Communications Agreements (Related To Facilities Dept)  
Construction/Remodel Contracts (Less than \$150,000)  
Change Orders Related to Construction/Remodeling Contracts  
Small Vendor Facilities Related Service Agreements (e.g. elevator, lawn care, recycling alarm services)

**Purchasing Director**

College Purchase Orders  
Term Contracts (resulting from a Purchasing Services procurement process)  
Project House Sales Contracts and Associated Settlement Documents

**Purchasing Buyers**

College Purchase Orders (less than \$10,000)  
Term Contracts - resulting from a Purchasing Services procurement process (less than \$10,000)

**Government and Community Relations Division**

**Vice President of Government and Community Relations**

Government and Community Relations Related Contracts (any over \$25,000)

**Office of Sponsored Projects Director**

Governmental Sponsored Contracts and Grants  
Private Sponsored Contracts and Grants

**Risk Director**

Hardware/Software Agreements and Other Department Operation Related Agreements

**Institutional Advancement Division**

**Vice President of Institutional Advancement**

Institutional Advancement Division Related, *Non-Sponsored* Contracts (Any Over \$25,000)

**Assistant Vice President of Institutional Marketing and Communications**

College Marketing and Advertising Contracts  
Software Licensing Agreements (Department Related - Adobe Creative Suite and Similar)

**Development Office Director**

Corporate Sponsorship Agreements/Contracts  
Private Foundation Proposals and Agreements  
Private Sponsored Contracts and Grants  
Alumni Benefit Affinity Agreements

**Media Operations Director**

Web Hosting Service Agreements  
Media Production Agreements

**Events Coordinator**

Special Event Hotel & Space Usage Contracts  
Event Speaker and Entertainment Contracts  
Event Décor, Design and Supply Contracts  
Event Printing/Advertising and Promotional Merchandise Contracts  
Incentive Supply and Employee Recognition Gift Contracts

**Printing Services**

Equipment Purchases and Equipment (Copier) Maintenance Contracts

## Institutional Effectiveness Division

### Vice President for Institutional Effectiveness

Institutional Effectiveness Division Related Non-Sponsored Contracts  
Accreditation or Accountability Reports and Agreements  
Institutional Research and Economic Study Related Agreements  
Survey Instrument/Process Agreements  
Event Speaker and Entertainment Contracts  
Division Related Consulting Service Contracts  
Training Contracts

### Assistant Vice President for Strategy and Analysis

Institution Research and Economic Study Related Agreements  
Survey Instrument/Process Agreements  
Event Speaker and Entertainment Contracts  
Division Related Consulting Service Contracts  
Training Contracts

### Staff Development Director

Event Speaker and Entertainment Contracts  
Training Contracts

### Faculty Development and Educational Initiatives Director

Event Speaker and Entertainment Contracts  
Training Contracts

### Associate Vice President for People and Workplace Culture

Event Speaker and Entertainment Contracts  
Training Contracts

### Assistant Vice President for Human Resources

Event Speaker and Entertainment Contracts  
Training Contracts

## Academic Affairs Division

### Provost

Faculty Contracts (and Placement Contract if Applicable)  
Faculty RFP's for Academic Support Work Agreements (Greater than \$5,000)  
Coordinator Pay Agreements  
Overload Pay Agreements (over 1.5 FTE)  
One-Time Payments over \$500  
Concurrent Enrollment and Other High School Partnership Agreements  
Clinical Affiliation Agreements (New)  
Academic Division Related, *Non-Sponsored* Contracts (Any Over \$25,000)

### Academic Deans, Associate Deans and Department Chairs

Adjunct Faculty Contracts  
Faculty RFP's for Academic Support Work Agreements (Less than \$5,000)  
Overload Pay Agreements (less than 1.5 FTE)  
Accreditation-Professional Organization Agreements (Department or Program Related)  
Software Licensing Agreements - Renewals Only (Department Curriculum or Program Related)  
Equipment Maintenance Agreements (New and Renewals for Department or Program)  
Consulting Service Contracts (Department or Program Related)  
Outside Speaker Agreements (Department or Program Related)  
Professional Organization and Co-hosting Agreements (Department or Program Related)  
Student Intern Placement Agreements  
Concurrent Enrollment New Course Agreements  
One-Time Payment under \$500

### Learning Advancement

### Associate Provost for Learning Advancement

Study Abroad Contracts

### eLearning Director

eLearning Contracts

### Library Director

Library/Vendor Program or Database Usage Agreements  
Library Acquisitions

### Curriculum and Faculty Governance Support

University Partnership Agreements

**School of Applied Technologies and Technical Specialties**

**SATTS - Dean**

Academic Program/Community Organization Partnership Agreement  
FAA Agreements/Contracts - PILT, AMITT, DISP  
FAA TCO's for Part 147, 141, 65 programs

**Assessment Director (SAT)**

Professional Testing Purchasing/Partnership Agreements

**Associate Dean (SAT)**

Clinical Affiliation Agreements (New & Renewals)

**School of Arts, Communication and Media**

**Grand Theatre & Cultural Programming Executive Director**

Royalty & Performance Agreements (Related to Plays, Lectures, Films at Grand Theatre)  
Short-Term Rental of Grand Theatre and Related Equipment  
Software Licensing (Renewals) Agreements (Grand Theatre Related)  
Equipment Maintenance Agreements (New and Renewals for Grand Theatre)  
Entertainment and Performer Contracts (Grand Theatre Related)

**School of Health Sciences**

**School of Health Sciences - Dean**

Clinical Affiliation Agreements (New and Renewals)

**School of Humanities and Social Sciences**

**Community Writing Center Director**

Workshop Programming Agreements

**Education and FHS Department Chair**

School Partnership Agreements (for student observation of classrooms)  
Eccles Lab School-Child Enrollment Agreements  
State School Lunch Partnership Agreement  
Head Start Program Partnership Agreements

**Business Development Resources**

**Executive Director**

Division Related Partnership Agreements  
Co-signature on State and Regional SBDC Contracts/Agreements  
Second Approval Signature on Existing MBRC Contracts/Agreements Over \$2,000.00  
Miller Business Resource Center Partner Agreements less than \$2,000.00  
Second Approval Signature on SBDC Regional Agreements

**Conference Center Director**

Short-Term Rental of SLCC Facilities (LHM Conference Center)

**MBIC incubator Manager**

Rental Agreements for Incubator Clients

**SBDC Director**

First Approval Signature on SBDC State and Regional Agreements

**Workforce and Economic Development**

**Associate Provost of Workforce and Economic Development**

Division Related Partnership Agreements

**Workforce Training and Education Director**

Custom Fit Agreements (Between SLCC and Clients)  
Custom Fit Trainer Agreements (Between SLCC and Training Providers)

**Continuing Education Assistant Vice President (and Office Directors)**

Training Contracts (i.e. Workshop Trainers)  
Workshop/Conference Agreements  
STIT Agreements

## Student Affairs Division

### **Vice President of Student Affairs & Enrollment Management**

Division of Student Affairs, *Non-Sponsored*, Contracts (Any Over \$25,000)  
UTA/Transportation Agreements  
Concurrent Enrollment Liaison Agreements

### **Associate Vice President for Enrollment Management**

Software Licensing (Renewals) Agreements (Department or Program Related)  
Equipment Maintenance Agreements (New and Renewals for Department or Program)

### **Assistant Vice President for Student Services**

Software licensing (Renewals) Agreements (Department or Program Related)  
Equipment Maintenance Agreements (New and Renewals for Department or Program)  
Program and Financial Contracts with Veterans Affairs Office (Student Enrollment Related)

### **Assistant VP for Student Life**

Entertainment and Performer Contracts (Related to Student Life, Arts and Cultural Events)  
Other Contracts Related to Operations of Student Life and Leadership.  
Other Contracts Related to Operations of the Thayne Center

### **Assistant VP for Student Development**

Software licensing (Renewals) Agreements (Department or Program Related)  
Equipment Maintenance Agreements (New and Renewals for Department or Program)  
Program and Financial Contracts with Veterans Affairs Office (Student Enrollment Related)

### **Athletics Director**

Intercollegiate Athletic Contest Agreements/Contracts  
Rental Agreements for External Facilities (short-term Athletics Related)

### **Contact Center Director**

Communication Software/Hardware (Department Related)

### **Concurrent Enrollment Director**

Concurrent Enrollment Liaison Agreements

### **Disability Resource Center Director**

ACT Testing Agreement (Miller Campus)  
Assistive Technology software Licenses  
Contract Steno Vendor Agreements  
Interpreter Agreements (Agency and Independent Freelancers)  
Video Captioning Vendor Agreements  
Voc Rehab Partnership Agreements

### **Diversity and Multicultural Affairs Director**

Entertainment and Performer Contracts (Related to Student Cultural Events)  
Horizonte Partnership Agreements  
Educational Talent Search Partnership Agreements

### **Financial Aid Director**

Dept of Education Agreements (Financial Aid Related)  
State Participation Agreements (Financial Aid Related)  
Equipment Maintenance Agreements (New and Renewals for Department or Program)

### **International Student Services Director**

Homeland Security Agreements (Pertaining to Non-Immigrant Students & Scholars)

### **LAC Coordinator and Event Manager (Auxiliary Services)**

Short-Term Rental of SLCC facilities (LAC Bldg, Amphitheater, Tennis, Sand Volleyball Courts, Soccer Field)

### **Registrar**

National Clearinghouse Agreements (Related to Student Reporting)  
Equipment Maintenance Agreements (New and Renewals for Department or Program)

### **Student Life and Leadership Director**

Entertainment and Performer Contracts (Related to Student Life, Arts and Cultural Events)  
Other Contracts Related to Operations of Student Life and Leadership.

**Testing Director**

College Board Testing and Other Professional Testing Purchasing/Partnership Agreements

**Thayne Center Director**

Community Partnerships Contracts

Other Contracts Related to Operations of the Thayne Center

**TRIO Director**

Equipment Maintenance Agreements (New and Renewals for Department or Program)

Student Support Services Partnership Agreements