

SIGNATURE AUTHORIZATION GUIDELINES

Values

- ACC will be an excellent steward of its public tax dollars and all other resources;
- Supervisors will collaborate with their faculty and staff in development of budget and other resource allocations in support of Master Plan goals;
- Supervisors will be committed to continuous quality improvement efforts, and will always seek to use resources in effective and efficient ways;
- Cost savings or reallocation of existing budget will be considered as the first approach to funding new initiatives.

Expectations of Supervisors

- Supervisors will know and follow ACC policies and procedures;
- Supervisors will closely monitor all budgets within their areas of responsibility; responsibility and accountability for operating within budget rests with the supervisor, not the supervisor's support staff;
- Supervisors will regularly (at least once per semester) evaluate the budgets of their direct-report staff;
- Supervisors will operate within the Signature Authorization Guidelines - no changes or additional signature requirements may be made without approval of the President.
- Supervisors will follow ACC Organization Charts in determining approval levels; no changes may be made to ACC Organization Charts without the approval of the President.

Budget Authority Levels

- | | |
|------------------|---|
| Level I | First-Level Supervisor's Signature Required
Supervisors designated via official ACC Organization Charts, and who have a budget assigned to them in the FY09 Budget Manual. |
| Level II | Second-Level Supervisor's Signature Required
Anyone who supervises another supervisor - examples:
Department Heads who supervise Assistant Department Heads;
Deans who supervise Department Heads; Deans who supervise Managers or Directors; Associate Vice Presidents who supervise Directors, Managers or other supervisors; President who supervises Executive Vice Presidents. |
| Level III | Vice President's Signature Required |
| Level IV | President's Signature Required |
| Level V | Board of Trustees Approval Required
Items requiring Board approval are noted in Board Policy. |

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General

- Work schedules - Level I
- Personnel leave requests - Level I
- Personnel evaluation - Levels I and II

Personnel Hiring

- Hourly, Level I
- Adjunct Faculty, Level I
- Staffing Table classified and prof-tech positions, Level II
- Full-time Faculty, Level IV
- Administrative, Level IV

Personnel Other

- Advertising Vacancies:
 - For hourly and adjunct faculty, Level I
 - For classified/prof-tech, Level II
 - For full-time faculty, Level III
 - For administrators, Level IV
- Disciplinary actions require Level II
 - Probation requires Level III
- Stipends always require Level III
 - Except for those managed by the Professional Development Office
- Supplemental Check Requests, Level II
- Temporary Assignment Pay, Level IV
- Terminations (Level I, will ALWAYS review with HR first):
 - For hourly and adjunct faculty, Level I
 - For classified and prof-tech positions, Level II
 - For full-time faculty, Level III
 - For administrators, Level IV

Contractors (Honoraria, Professional Services, Consulting)

- less than \$1,000, Level II
- \$1,000 or over, Level III
- Consulting over \$5,000, Level IV

Contracts and Agreements (All require Business Office review)

- Contracts \$10,000 or over, Level IV

Purchasing

- Requires compliance with Board Policy and Administrative Rules
- Over \$100,000, Level IV and Level V

Travel, Mileage, and Petty Cash Reimbursements

- Supervisor must always approve. Requestor cannot approve their own.
- International Travel, Level III and Level IV