

SIGNATURE AUTHORIZATION GUIDELINES FY06 BUDGET

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/or who have a budget assigned to them in the FY06 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 Vice Presidents/Provost. |
| Level III | Vice President's Signature Required |

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Level IV President's Signature Required

Level V Board of Trustees Approval Required

Items requiring Board approval are noted in Board Policy.

General:

- Work schedules - Level 1
- Personnel leave requests - Level 1
- Personnel evaluation - Levels 1 and II
- Petty Cash reimbursements - Level

- **Personnel Hiring**
 - Hourly, Level I only is required signature authorization
 - Adjunct Faculty, Level I (Department Head)
 - 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 adjunct faculty, Level II
 - For full-time faculty, Level III, Vice President
 - For administrators, Level IV, President
 - Disciplinary actions require Level II
 - Probation requires Level III, Vice President
 - Release time/trade in, Level III, prior approval by Vice President before entry into PA System
 - Supplemental pay for faculty (curriculum development, committee/task force stipends, etc.), Level III, prior approval by Vice President before entry into PA System
 - Supplemental Check Requests require Level II only
 - Temporary Assignment Pay always requires Level IV, President
 - 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

- **Professional Services**
 - Honoraria and Consulting less than \$1,000, Level II required
 - Honoraria and Consulting \$1,000 or over, Level III required

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- **Contracts**
 - Contracts \$10,000 or over, Level IV required
- **Purchasing**
 - Requires compliance with Board Policy and Administrative Rules
 - Level of Signature depends on amount of purchase, as defined in policy
 - Over \$100,000, Level IV and Level V
- **Travel Requests and Reimbursements**
 - Levels I and II always required for any travel
 - Levels III and IV required for out-of-country travel