

**BROOKDALE COMMUNITY COLLEGE
COLLEGE POLICY**

1.3034 Signature Authority and Delegation of Signature Authority Policy

I. Title of Policy

Signature Authority and Delegation of Signature Authority Policy

II. Objective

To establish clear guidelines and procedures for signature authority and delegation of signature authority within Brookdale Community College to minimize financial, legal and institutional risks while ensuring proper authorization and accountability in the conduct of institutional business.

III. Authority

BOT Bylaw 1.3054 Chief Executive Officer

BOT Policies, Regulations and procedures concerning College processes, financial transactions and contracts, including, but not limited to, 4.8000 the Purchasing Policy, 2.4000 Clinical Facilities Contracts Policy, 2.4500 Educational Contracts Policy and 4.3000 Authorization and Payment of College Expenditures Policy.

IV. Definitions

1. **Signature Authority.** The legal authorization granted to an individual to sign contracts, agreements, and other official documents on behalf of the College.
2. **Delegation of Signature Authority.** The process by which an authorized individual grants signature authority to another person at the College.

V. Policy

College employees do not have the authority to enter into negotiations or approve or sign contracts with external entities that bind the College in any way unless they have:

1. Authority as set forth in the Board Bylaws or Board Policies; or
2. A resolution of the Board of Trustees; or
3. A valid designation of authority from the President; or
4. A purchase made in accordance with the College's Purchasing Policy 4.8000 and the Standard Operating Procedures Manual; or
5. Signature Authority granted by the President.

1. Designated Signature Authorities.

The following positions are granted signature authority by the President for specific categories of contracts/documents (“Signature Authority Designees”):

- **President.** All contracts, agreements and institutional documents.
- **Chief Academic Affairs Officer.** Contracts/documents related to academic agreements and programs, faculty contracts and institutional collaborations.
- **Chief Advancement Officer.** Contracts/documents related to fundraising, gift agreements, donor relations, alumni engagement, marketing and communications in the context of Brookdale Community College and the Brookdale Community College Foundation.
- **Chief Finance Officer.** Contracts/documents and transactions involving financial commitments, budgeting, facilities management, auxiliary services, vendor contracts, lease agreements, room rental agreements, event agreements, construction contracts, technology contracts, consulting agreements and investment management agreements.
- **Chief Student Affairs Officer.** Contracts/documents supporting student-related services and student life, development and well-being on Campus and at Regional Locations, student activity contracts, athletics contracts, student organization agreements, student conduct code agreements, crisis response contracts and student success initiatives.

2. Delegation of Signature Authority

- a. Designated Signature Authorities may delegate signature authority to other employees, Signature Authority Designees, under their supervision by submitting a written request to the President.
- b. Delegation must specify the scope, limits, and duration of the authority granted.
- c. Delegated authority must be documented using the Signature Authority Delegation Form, which must be signed by the delegating individual.
- d. Delegated authority is valid only within the limits specified and for the period indicated in the delegation form.
- e. All delegations must be reviewed and renewed or revoked as necessary.
- f. There shall be no delegation of signature authority unless such authority is granted by the President in writing.

3. Limitations.

Delegated signature authority does not transfer the ultimate responsibility for the signed documents. The original signatory remains accountable for ensuring that all documents comply with College policies and legal requirements.

4. Revocation of Signature Authority.

Signature authority may be revoked at any time by the individual who granted it or by the President. Such revocation of authority may be oral or in writing. If any such authority is revoked, it shall be immediately reported to the President in writing. If the authority is revoked orally, written notification shall immediately be provided to the person whose authorization has been revoked.

5. Compliance.

All employees are responsible for adhering to this policy. Non-compliance may result in disciplinary action up to and including termination and may be subject to criminal prosecution.

VI. Responsibility for Implementation

President

Implemented: 1/2013

Updated: Board of Trustees, 11/26/2024