



COLLEGE POLICY

Policy Title	Signature Authority
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Policy number	2513
Date issued	07/07/2023; Updated 07/24/2024
Responsible office(s)	Finance and Administration
Keywords	signature authority; contract; binding authority

Policy purpose

Defines who has the official authority to bind the Madison College District in contractual matters.

Scope

Definitions

Policy

The President has the official authority to bind the District in contractual matters. The President has the authority to designate this responsibility. Therefore, any zero-dollar contract or contract of \$10,000 or greater shall have the signature of the President, Provost, appropriate Vice President, Chief Information Officer or Controller. Any contract between \$.01 and \$9,999.99 can be signed by the appropriate Cost Center Manager. All contracts shall be routed through the college's Contract Administration department for review and tracking and have the signature of one of the above-referenced individuals.

Guidelines/ Procedures:

1. The President will notify the Provost or appropriate VP of the appointment(s) and period of time of such appointment(s). The President will reaffirm the appointment(s) annually and specify area(s) of designation as appropriate.
2. The President will inform the Board of Trustees of the appointment(s) and length of time of appointment(s).
3. A copy of all executed contracts will be kept in the office of the VP of Administrative Services.

Links to state/federal regulations

Supporting documents

Related policies