



## RULES OF THE BOARD OF TRUSTEES

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- (1) The Chairman of the District Board of Trustees and the College President, or designee, shall have the authority to sign checks, contracts and other documents reflecting action by the Board as appropriate.
- A. In furtherance thereof, the College President designates:
1. the Provost/Vice President of Academic Affairs, Vice President of Business Services or the Associate Vice President of Finance, or designee, to sign contracts, external funding proposals and other documents and reports affecting or reporting on the operations of the College or other documents on behalf of the College President as appropriate;
  2. the Associate Vice President of Finance to sign financial documents and reports for the financial operation of the College;
  3. the Vice President of Institutional Advancement and Effectiveness and the Director of Resource Development to sign external grant funding proposals and associated documents on behalf of the College President;
  4. the Chief Business Affairs Officer and the Executive Director, Purchasing and Auxiliary Services, or designee, to sign contracts and purchase orders;
  5. the Registrar to sign College transcripts;
  6. the Director of Financial Aid to sign financial aid awards and termination letters;
  7. the Vice President of Student Services, the Director of Admissions, or their designees, to sign enrollment verifications and student mailings;
  8. the Executive Chairs/Campus Presidents, or their designees, to sign facility rental agreements and other campus-oriented agreements as appropriate and not otherwise in conflict with any other provision of this Rule; and
  9. the appropriate Vice President and/or Executive Chair/Campus President to sign customized training contracts;
  10. the Director of Risk Management to sign risk management documents and reports for the risk management operations of the College;
  11. the Vice President of Business Services, Chief Business Affairs Officer, or Director of Risk Management to negotiate and settle as appropriate liability and workers' compensation claims that are less than the College's \$200,000 insurance deductible and within budgeted spending authority.



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12. the Executive Director Public Safety, Campus Security and Veteran Services or designee to sign training agreements/training contracts, facility use agreements and training certificates

13. the Vice President of Institutional Advancement and Effectiveness to sign state and federal reporting certifications and associated documents on behalf of the College President.

(2) The execution of any signature on behalf of the College shall be in furtherance of the approval granted by the College President and the District Board of Trustees.

(General Authority: F.S. 1001.64, 1001.65)

(Adopted 07/01/74, Revised 06/23/80, 3/20/85, 06/23/87, 05/27/93, 09/12/95, 10/05/99, 09/05/00, 12/05/00, 05/01/01, 06/07/05, 06/06/06, 04/07/11, 08/13/13, 04/08/14, 09/09/14, 06/14/16 Formerly 2.9)