

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT: Delegation of Authority/Signature Authorization****EFFECTIVE DATE: Dec 1, 2020; Revised December 6, 2022; Revised September 1, 2026****Purpose**

The purpose of this policy is to establish the delegation of authority and signature authorization for employees of Southwest Tennessee Community College (“Southwest” or “the College”).

Policy**I. Scope**

- A. This policy applies when exercising delegation of authority and signature authorization for any transaction that could create a financial liability for the College.
- B. Examples include, but are not limited to, contracts, purchase orders, memoranda of agreement, and travel authorizations.
- C. Examples outside the scope of this policy include, but are not limited to, course overloads, student advising, and reductions in student course loads.

II. Delegation of Authority

- A. Delegations/Authorizations must be in writing with level of authority, any restrictions on authority, the effective date, and expiration or review date clearly noted. A sample Delegation of Signature Authority form is attached as the last page of this policy as well as in the College’s [Documents Library](#). Completed forms must be submitted to the Vice President of Finance and Administrative Services or designee through the College-approved electronic workflow system, such as DocuSign. Electronic signatures executed through College-approved systems carry the same authority as handwritten signatures when permitted by applicable law and College policy.
- B. Delegations should run from the employee holding authority to act directly to the employee being grant authority. The principle is that the person holding authority should have direct knowledge of who within the College is exercising that authority on their behalf.
- C. Personnel with delegated authority should be qualified through training and experience to hold such authority. The person making the delegation is responsible for ensuring that the person to whom authority is delegated is qualified and understands the application of the authority delegated.

- D. The ramifications of exceeding or misapplying one's delegated authority should be clearly understood and uniformly enforced.
- E. Delegations requiring the approval of the Tennessee Board of Regents (TBR) Chancellor or the Southwest President must be properly obtained.
- F. Authority assigned to the TBR Chancellor, TBR Vice-Chancellor, or the Southwest President by policy, guideline, or statute cannot be delegated unless specifically allowed in the policy, guideline, or statute.
- G. Each delegation must be reviewed at least annually and whenever the delegator or delegate changes position, duties, or organizational assignment. The delegator is responsible for renewing, revising, or revoking the delegation as appropriate.
- H. A delegation automatically terminates upon the separation, transfer, reassignment, promotion, or material change in duties of either the delegator or delegate unless the delegation is reauthorized in writing.

III. Additional Information

- A. Personnel with delegated authority should sign the name of the person of authority followed by their own name.

For example: President Jane Doe by John Smith

- B. Periodic training will be provided to ensure that individuals with delegated authority have a clear, current understanding of their authority and its limitations.
- C. The Office of the Chief Financial Officer will maintain the official record of active and revoked delegations and may periodically verify that delegations remain current.

Source of Policy: _____

Responsible

Administrator: President

TBR Policy Reference: 1:03:02:20; 4.02.01.00

Related Policy: 1:03:02:10/7:4:02:10:00/18

TBR Guideline Reference: _____

Approved: _____

President

Date: September 1, 2026

Southwest Tennessee Community College Delegation of Signature Authority

TBR Policy 4.02.01.00 Approvals of Agreements and Contracts states that “[a]ll agreements and contracts affecting an institution must be approved and executed by the President or the President’s designee.”

TBR Policy 1.03.02.20 Delegation of Authority/Signature Authorization states that “This policy applies when exercising delegation of authority and signature authorization for any transaction that could create a financial liability for an institution.” This includes contracts, purchase orders, memorandums of agreement, other agreements and travel authorizations.

According to these policies, at Southwest:

1. All delegations/authorizations must be in writing.
2. Delegations will run from the official holding authority to act directly to the person exercising the authority.
3. Personnel with delegated authority must be qualified to do so by training and experience, with the person making the delegation holding responsibility for ensuring delegate is qualified and understands the authority.
4. The ramification for exceeding or misapplying one’s delegated authority is disciplinary action.
5. Authority assigned by policy may not be delegated unless policy specifically states such delegation is allowable.

Delegation: I, (name) _____, give approval and have educated the delegate on the documents below to (name) _____ as (position) _____ effective as of (date) _____, to sign indicated documents on my behalf for Southwest Tennessee Community College. The approval given by this document will remain in force until permission is revoked in writing or upon the end of employment with the College in the current position of either party involved.

Document Title/Type	Dollar Limit If Any*

*The TBR Chancellor's signature is required on all documents that include dollar amounts in excess of \$249,999.99.

Approving Signature

Print Name

Date

Position

Department

Revoked on _____ (Date) by _____ Signature)