

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

Section III - Business/Financial

SUBJECT: SIGNATURE AUTHORITY

REVIEWER(S): Dean of Administrative and Financial Services

Related Policies to Consult:

CHS Policy: [ADM 280.01 Authority to Approve and to Execute Resource Commitments](#)

I. POLICY

The board of directors of Carolinas College of Health Sciences (CCHS) annually approves the total operating budget of the college. Budgetary control is the responsibility of the president.

II. PROCEDURE

A. Each performance center in the college has an individual designated by the president as the responsible party. Currently the performance centers and responsible parties for business unit 1000 are:

310500	Academic Support	Kim Bradshaw
315000	Administration	Ellen Sheppard
326100	Academic Affairs	Janice Terrell
341500	Business Office	Kim Bradshaw
362400	Continuing Education	Susan Thomasson
394000	Employee Benefits	Kim Bradshaw
403500	General Education	Lori Bequette
410350	<i>Histotechnology</i>	<i>Kelly Shirley</i>
435000	Institutional Support	Ellen Sheppard
510210	Nurse Aide	Susan Thomasson
519000	School of Nursing	Deborah Blackwell
631900	Phlebotomy	Susan Thomasson
653000	Radiation Therapy	Lee Braswell
696000	Revenue	Kim Bradshaw
704500	School of Clinical Laboratory Sciences	Kelly Shirley
706500	School of Surgical Technology	Kali Simien
707500	School of Radiologic Technology	Doug Frankenburg
708500	Plant Operations	Kim Bradshaw
728000	Student Services	Hampton Hopkins
728100	Life Support Center	Deborah Wheeler

B. The responsible party is delegated signature authority on documents which commit or expend the resources available within the approved budget up to \$500, i.e., purchase requisitions, disbursement requests, travel authorizations, and expense reports. The exceptions are that employee action forms and all capital purchases require the approval of the president.

C. Parties should consult with the president if in doubt concerning authority or appropriateness of approval. The president may approve anything authorized for these designated persons.

D. Any person signing for personal reimbursement must have the reimbursement request approved by the president. The senior vice president of medical education or designee will countersign for the president.

E. The dean of administrative and financial services is delegated the signature authority of the president in his/her absence.

F. The Signature Authority policy and procedure will be reviewed bi-annually.

III. APPROVAL

Name: _____ Title: President Date: _____