

ORG Code Owner Signature Card

DELEGATE INFORMATION FOR ORG CODE OWNER *I am aware that I am responsible for ensuring adherence to the fiscal management roles and responsibilities policy, State Fiscal rules as well as procurement rules, federal and state laws on the transactions I approve. I further understand unless I am the President of the College or the President's delegate, I cannot sign a contract as a representative of the college. I accept this delegation.*

Print Name

Signature

Initial

Fiscal Year _____

ORG CODE NUMBER:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CHECK ONE:

☐ President Limit ≤ \$200,000.00

☐ Vice President Limit ≤ \$50,000.00

☐ Dean/Director Limit ≤ \$10,000.00

☐ Chair Limit ≤ \$5,000.00

☐ ORG Owner Limit ≤ \$3,000.00

☐ Other: _____

Signature authority or the ability to approve purchases on my behalf, is hereby delegated as of _____ (date) through the end of this fiscal year related to the above noted ORG code number(s). I understand that this delegation will allow the execution of purchases and authorization of payments up to the amount listed above.

Approving Official/Supervisor: _____
Print Name Signature Date

Division Vice President/President: _____
Print Name Signature Date

ELIMINATION OF SIGNATURE AUTHORITY
PLEASE **REMOVE** THE ABOVE DELEGATED SIGNATURE AUTHORITY

Division Vice President/President: _____
Print Name Signature Date

Return this form to: Patricia Bouley- CCD Fiscal Office, Administration Building 310 – Phone: 303-352-3005