

RSCC Delegation of Authority/Signature Authorization Form

Per RSCC Policy GA-34-01

Delegator:

Delegate:

Period of delegation:

Description of delegated authority (i.e., specific forms/transactions for which signatory authority is delegated). Also include a description of any restrictions on authority.

Signatures

Delegator: _____

Delegate: _____

Sample signature of the delegate for the delegator: _____

Instructions/Guidelines

- A. Period of delegation should be the period of time for which the delegation is effective. For example, “July 1, 2014 through June 30, 2015” or September 21, 2014 through September 28, 2014. Note: The delegation period should not extend past the end of the fiscal year.
- B. Delegations should run from the official holding authority to act directly to the person exercising that authority. The principle is that the person holding authority should have direct knowledge of who within the institution is exercising that authority on their behalf.
- C. Personnel with delegated authority should be qualified to do so by training and experience. The delegator is responsible for providing periodic training the delegator believes is necessary to ensure persons with delegated authority are qualified and have a clear, current understanding of their authority and its limitations.
- D. Description of delegated authority and any restrictions on authority. List the specific documents or you may for example indicate something like, “All documents requiring my signature” as long as the person is properly trained/qualified and experienced and you are the official holding authority. That is, you can’t delegate to someone else something that has been delegated to you. Also, could include restrictions such as, “Delegation is effective during periods of annual leave or sick leave”.
- E. Completed forms may be scanned and emailed to Beth Bolden, boldenen@roanestate.edu.