

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

**ADMINISTRATIVE**

**SUBJECT:** SIGNATURE AUTHORITY

**REVIEWER(S):** President\*  
Manager of Business Operations

**POLICY**

The board of directors of Carolinas College of Health Sciences annually approves the total operating budget of the college. Budgetary control is the responsibility of the president. In managing this control, the president assigns a designated budgetary official for each department/performance center.

**PROCEDURE**

A. Each department/performance center in the college has an individual designated by the president as the responsible party. Currently the performance centers and responsible are:

55511016844260	Academic Support	Amy Slack
55511016840501	Administration	Hampton Hopkins
55511016844256	Academic Affairs	Jodie Huffstetler
55511016844203	BSN Nursing	Tracy Hayes
55511016844262	Business Office	Michele Moore
55511016840806	Teammate Benefits	Michele Moore
55511016844656	Federal Work Study	Justin Pichey
55511016844403	Fundraising	Ruthie Mihal
55511016844003	General Studies	Andrea Phronebarger
55511016843827	Health Sciences	Andrea Phronebarger
55511016832516	Histotechnology	Melissa Jackson
55511016844265	Institutional Support	Michele Moore
55511016844029	AAS Nursing	Amy Smith
55511016844210	Phlebotomy	Melissa Jackson
55511016832962	Radiation Therapy	Lee Braswell
55511016832988	Dosimetry	Lee Braswell
55511016841053	Revenue	Michele Moore
55511016840801	Corporate Charges	Michele Moore
55511016844211	Medical Laboratory Science	Melissa Jackson
55511016844212	Radiologic Technology	Alisha Jones
55511016843418	Plant Operations	Michele Moore
55511016844258	Student Activities	Jared Smith
55511016844259	Student Services	Jared Smith

B. The responsible party is delegated signature authority on documents which commit or expend the resources available within the approved budget up to \$500 for purchase requisitions, disbursement requests, travel authorizations, and expense reports. The exceptions are that teammate action forms, travel requests and all capital purchases require the approval of the president. Members of President's Council may approve expenditures up to \$15,000.

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 seeking a personal reimbursement must have the reimbursement request approved by their manager. The request will need to be submitted through Concur.

- E. The provost is delegated the signature authority of the president in his/her absence.
- F. The Signature Authority policy and procedure will be reviewed bi-annually.

## **REFERENCES**

### **Related Policies to Consult**

**Atrium Health:** [ADM 280.01 Authority to Approve and to Execute Resource Commitments](#)