

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:

55511016831503	Nurse Aide	Carmelle Belizaire	
55511016832872	Neurodiagnostic	Erika Land	
55511016844260	Academic Support	Alica Swackhamer	
55511016840501		Administration	Jodie Huffstetler
5511016844256	Academic Affairs		Jodie Huffstetler
55511016844203	BSN Nursing	Tracy Hayes	
5511016844262	Business Office	Michele Moore	
55511016840806	Teammate Benefits	Michele Moore	
55511016844656	Federal Work Study	Jared Smith	
55511016844403	Fundraising	Ali Merchant	
55511016844003	General Studies	Andrea Phronebarger	
55511016832516	Histotechnology	Melissa Jackson	
55511016844255	Institutional Support	Michele Moore	
55511016844029	ADN Nursing	Amy Smith	
55511016844210	Phlebotomy	Melissa Jackson	
55511016832962	Radiation Therapy	Lee Braswell	
55511016832988	Dosimetry	Lee Braswell	
55511016841053	Revenue Management	Michele Moore	
55511016840801	Corporate Charges	Michele Moore	
55511016844211	Medical Laboratory Science	Melissa Jackson	
55511016844212		Radiologic Technology	Alisha Hogan
55511016843418	Operations	Michele Moore	
55511016844258	Student Activities	Jared Smith	
55511016844259	Student Services	Jared Smith	
55511016844263	Enrollment Management	Matthew Angerson	
55511016844051	Early College	Michele Moore	
55511016841814	Security	Michele Moore	

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