

PROCEDURE

Effective Date: 6/1/07

Approved By: Vice President George Pierce

Authority: RCW 43.19

Cancels:

See Also:

PRO-U5348.06A

AUTHORIZING SIGNATURE AUTHORITIES

This procedure applies to all employees. If an employee is not named on the "Contract Signature Authority" document, the employee does not have any contract signature authority.

Action by:

Action:

Purchasing Manager

1. **Determines** need to update contract signature list.
2. **Revises** contract signature list, considering RCW, OFM requirements, business need, and sound internal controls.
3. **Submits** to Assistant Vice President for Business & Financial Affairs.

Assistant Vice President for Business & Financial Affairs

4. **Reviews** and **forwards** to Vice President.

Vice President for Business Financial Affairs

5. **Reviews** and **recommends** updated contract & signature authority list.

President

6. **Approves or disapproves** changes to the contract signature authority list.

Purchasing Manager

7. **Distributes** updated contract signature authority list.