



# POLICIES AND PROCEDURES

**DESCRIPTION:** Signature and Authorization Policy

<b>Date Adopted:</b>	Oct 27, 2011	<b>Date Revised:</b>	
<b>Author:</b>	PSC	<b>Revision Number:</b>	

## POLICY:

The Executive Director shall have the right to sign contracts for purchases which are previously authorized through an adopted budget for an amount not to exceed \$20,000.

The Executive Director may sign contracts which have been approved by the NWCCOG Council, unless NWCCOG Council or the contracting agency specifically requires the signature of the Elected Chairman.

The Executive Director or designee may sign a grant application without prior NWCCOG approval provided no matching funds are required for the Budget of NWCCOG Regional Business. Grants requiring new Matching funds from NWCCOG Regional Business programs must be first approved by the NWCCOG Council.

Grants requiring Local Match (In-Kind or Cash) of Personnel or on-going currently budgeted expenditures, reviewed as appropriate by Fiscal and/or respective Program Director, may be signed by the Executive Director providing no operational impediments would exist from the receipt of such funds.

Grant Contracts for amounts over \$50,000 must be approved by NWCCOG Council prior to the expenditure of Grant funds but shall be signed by the Executive Director unless otherwise required by the granting agency, consistent with NWCCOG Policies and Procedures.

Operational approvals required to maintain grants and programs may be signed by the Executive Director. This shall include drawdowns, advance requests, and grant modifications required by the granting authority.

In the case of the long term absence of the Executive Director, the ED may appoint an person as the alternative signature on the appropriate documents, or failing that NWCCOG Council may appoint a program director to perform such duties.