



Office of the President

San Luis Obispo County Community College District

MEMORANDUM

TO: President's Cabinet, Directors, Division Chairs, Supervisors
FROM: Dr. Gil Stork
DATE: November 28, 2016
SUBJECT: **Signatory Authority 2016-2017**

To ensure fiscal accountability and efficiency in district processes the San Luis Obispo County Community College District signatory authority is:

1. Budget Approval:
 - a. Division Chairs Amounts less than \$500.00
 - b. Directors \$500.00 or greater but less than \$2,500.00
 - c. Deans/Executive Directors \$2,500.00 or greater but less than \$5,000.00
 - d. Vice Presidents \$5,000.00 or greater but less than \$10,000.00
 - e. President or the president's designated administrator in charge \$10,000 or greater
2. Personnel Authorization Request Forms (PARFs) for short-term temporary employees require approval of the cabinet member with authority over the area.
3. Timesheets require approval of the supervising manager.
4. Leave forms require approval of the direct supervisor.
5. Cal Card Statements must be signed by a vice president/president.

If there are any questions, please contact me.

C: Confidential Employees
Division and Department Assistants