

Authority for President's Signature Procedure

The purpose of this procedure is to establish signature authority and the delegation of signature authority with respect to contracts and agreements made between Isothermal Community College (the College) and third parties. The College must comply with federal, state, and local requirements in obtaining legally binding signatures for all contracts and agreements.

1. The President may delegate the authority to sign contracts related to conducting normal business operations of the College. Documents signed by the delegate shall have the same force and effect as if the President signed the documents.
2. Usage of the President's signature is restricted to the following:
 - a. President
 - b. Executive Assistant to the President
 - c. Vice President of Operations*
 - d. Vice President of Academic and Student Affairs*
 - e. Director of Marketing and Community Relations*
3. Further delegation of signature authority is given to budget managers for contracts and agreements that have been approved for signature by a member of the President's executive team.
4. Grants should be signed by the authorized representative identified by the granting agency.
5. Any employee of the College who executes any contract or agreement is responsible for ensuring that they have signature authority pursuant to this policy and that the agreement includes the appropriate standard provisions recommended by legal counsel.

*With written approval from the President.

Policy Number: 07.04.01

Adopted: January 28, 2025

[Download a PDF of this policy](#)