# 1200.110 SIGNATURE AUTHORITY PROCEDURE

The president under authority granted in policy 200.110 can delegate authority to sign contracts and agreements to administrators of the college. The president will delegate signature authority through a letter of delegation with copies to senior administrators and affected offices. The letter will state the scope of authority and identify any limitations or exceptions.

Summary reports for contracts and agreements will be provided to the president on a quarterly basis.

Approved by the president’s cabinet 11/14/00

Last reviewed: 8/29/19

Procedure contact: President

Related policies and procedures

200.110 [Signature Authority Policy](https://www.wvc.edu/humanresources/policies-procedures/200-administration/200.110-signature-authority.html)