



Student Success Starts Here

## College Finance Policy

**Policy Name:** Signatory Authority

**Responsible Office:** Office of the VP Finance & Chief Financial Officer

**Originator of the Policy:** Office of the VP Finance & Chief Financial Officer

**Effective Date:** August 2022

**Web Link:** <https://www.middlesex.mass.edu>

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### 1. RATIONALE

Ensure that only individuals who are authorized to bind the college have signatory authority for contracts, memorandums of understanding, and agreements and are doing so to protect the interests of the Commonwealth of Massachusetts, Middlesex Community College, employees, and vendors.

### 2. STATEMENT OF POLICY

Middlesex Community College hereby establishes a policy to define who is authorized to bind contracts, leases, memorandums of understanding, and agreements. All contracts must meet the requirements of the Commonwealth of Massachusetts and the institution. The President and the Vice President of Finance & Chief Financial Officer shall have authority to sign all contracts, leases, memorandums of understanding, and agreements, as outlined and attached on the President's delegation of signature authority matrix. Only the individuals identified below can commit the university to a contract or legal decision. Individuals not listed in this document do not have signing authority.

- A. Clinical/field education contracts: The signature authority on Middlesex Community College clinical, field education, & Educational Services contracts with no financial obligations for Middlesex Community College is the Provost and VP Academic & Student Affairs. Academic memorandum of understanding: the signature authority on Middlesex Community College memorandum of understanding with no financial obligation is the Provost and Vice President of

Academic & Student Affairs. A memorandum of understanding with financial considerations must also be reviewed and approved by the Vice President of Finance.

- B. Contracts requiring expenditure of funds: the signature authority on contracts with financial implications is the Vice President of Finance and Chief Financial Officer. This may be delegated along annual expense lines as follows: contracts up to \$50,000 may be signed by the Director of Purchasing, and \$100,000 by the Assistant Vice President of Finance.
- C. A central repository for all contracts will be maintained on a network drive by the Director of Purchasing.
- D. Copies of all signed MOU's and executed contracts not otherwise processed by the Director of Purchasing must be sent to the General Counsel's office.

### **3. SCOPE**

This policy shall govern the procedure for contracts for all divisions, departments, and offices under the jurisdiction of the college president / chief executive officer. Contracts to which the Middlesex Community College Foundation is a party are governed by Middlesex Community College Foundation policy.

### **4. Effective Date: August 2022**

### **5. Dissemination:** Posted on the college web site, Policies

### **6. Review Cycle:** Initial review after 12 months; subsequent review every 5 years.

# MIDDLESEX COMMUNITY COLLEGE

## PRESIDENT'S DELEGATION OF SIGNATURE AUTHORITY MATRIX\*

(Non-Personnel)

Name	Job Position Title	Professional Services performed by Consultants - Standard MA Contract (C&D) & Service Agreements	Contracts for labor and materials (Construction - M.G.L. c.149 and M.G.L. c. 30, §39M (A))	Lease/License of College Real Property (B)	Banking/Investments & SAM	G5, MA-MMARS funds	Programs Grants - Applications, Proposals, Awards, MOU's, ISA's	Operational Services- Purchase Orders
Philip Sisson	President	No Limit	No Limit	No Limit	Authorized Signatory	Authorized Signatory	No Limit	Authorized Signatory
Allison Chambers	VP Finance & Chief Financial Officer	No Limit	No Limit	No Limit	Authorized Signatory	Authorized Signatory	No Limit	Authorized Signatory
TBD	Asst VP Finance	\$100,000	\$100,000	\$100,000	Authorized Signatory	Authorized Signatory	\$100,000	Authorized Signatory
Christina Kelley	Director of Procurement, Contracts, & MCPPO	\$50,000	\$50,000	\$50,000			\$50,000	Authorized Signatory
Jackson Chege	Comptroller				Authorized Signatory			
Gift Mtileni	Director of Accounting					Authorized Signatory		

(A) All construction projects > \$300,000 require DCAMM Certified Study.

(B) Agreements relating to any interest in real property require General Counsel review.

(C) CIO must review all Information Technology requisitions.

(D) MA Standard Contract for Service Agreements \$10k and over.

ISA: Interdepartmental Service Agreement

MOU: Memorandum of Understanding

\*The Office of the Inspector General(OIG) governs all MA Procurement Laws

Massachusetts Certified Public Procurement Official (MCPPO)