



**COLUMBIA GORGE
COMMUNITY COLLEGE**

PURCHASING DELEGATION

Printed Name: _____

Job Title: _____

Dollar Limit: _____

(Dean / Director cannot exceed \$2,500; other delegate cannot exceed \$1,500)

Effective Date: _____

Authorized Accounts (Please enter in numerical order)

IF NOT ABLE TO ENTER ALL ACCOUNT NUMBERS, STAPLE LIST TO THIS DELEGATION SHEET

I understand and am aware of my responsibility to ensure adherence to the fiscal management roles, responsibilities policy, procurement rules on the transaction I approve. I accept this delegation.

Signature: _____

Initials: _____ Date: _____

Signature authority, or the ability to approve purchases on my behalf, is hereby delegated. I understand this delegation will allow the execution of purchases and authorization of payments up to the amount listed above through the procurement process or purchase card.

Vice President / President Authorizer Name: _____

Signature: _____

Date: _____

Elimination of Signature Authority:

Signature authority shall be eliminated immediately if individual leaves the College or if the Business Office is instructed to remove delegation by the appropriate Dean / Director / Vice President. Failure to adhere to fiscal management, policies, or rules can lead up to and include removal of procurement authorization.

WHEN FULLY EXECUTED, SEND FORM TO THE BUSINESS OFFICE