

POLICY TYPE: Administration

POLICY TITLE: Signature Authority

Responsible Administrator: Vice President for Administration

Location of Related Procedures: Office of the Vice President for Administration

Per Madison Area Technical College District Board Policy 4.8, "Board Treasurer's Role," the District Board may, by resolution, authorize other persons' signatures or the use of a facsimile signature. In addition, the District Board shall adopt appropriate procedures, safeguards and policies for the use of the Treasurer's facsimile signature.

Facsimile signature is defined to include, but is not limited to, the reproduction of any authorized signature by a copper plate or by a photographic, photo static, or mechanical device. Facsimile signature does not authorize the use of a rubber stamp signature.

The signature of the Board Treasurer, as well as all Board officers and the College president, shall be safely kept so that no one shall have access thereto except the College President and the Secretary of the District Board and their respective employees who may be authorized to have access thereto.

District Board officers and the College President are authorized to sign the indicated documents, utilizing a facsimile signature when appropriate:

Position	Signature Authority
Board Chairperson	Chairperson signs: <ul style="list-style-type: none">• Board resolutions• Financial borrowing documents• Annual budget• Property purchase agreements• President's contract• Diplomas, certificates, degrees• College marketing materials• Other documents as necessary

Position	Signature Authority
	<p>Facsimile signature approved by the District Board for use by:</p> <ul style="list-style-type: none"> • Senior Executive/Special Assistant to the President – Annual budget • Senior Vice President for Student Development and Success – Diplomas, certificates, degrees • Administrative Assistant to the President and Administrative Assistant to the District Board – As Approved by the District Board Chairperson
Board Vice-Chairperson	<p>Vice-Chairperson facsimile signature approved by the District Board for use by:</p> <ul style="list-style-type: none"> • Administrative Assistant to the President and Administrative Assistant to the District Board – As Approved by the District Board Vice-Chairperson
Board Secretary	<p>Secretary signs:</p> <ul style="list-style-type: none"> • Board minutes • 38.14 contracts • International travel requests • Board resolutions • Financial borrowing documents • Property purchase agreements • Annual levy statements • President’s contract • Other documents as necessary <p>Facsimile signature approved by the District Board for use by:</p> <ul style="list-style-type: none"> • Administrative Assistant to the President and Administrative Assistant to the District Board – As Approved by the District Board Secretary

Position	Signature Authority
Board Treasurer	<p>Treasurer signs:</p> <ul style="list-style-type: none"> • Financial borrowing documents • District checks • Other documents as necessary <p>Facsimile signature approved by the District Board for use by:</p> <ul style="list-style-type: none"> • Vice-President for Administrative Services – District checks • Administrative Assistant to the President and Administrative Assistant to the District Board – As Approved by the District Board Treasurer
College President	<p>President signs:</p> <ul style="list-style-type: none"> • Employment contracts • Non-employment contracts, agreements, memoranda of understanding as needed • Diplomas, certificates, degrees, honor letters, service awards • International travel requests • Grant applications as needed • National Junior College Athletic Association agreements • College marketing materials • Other documents as necessary <p>Facsimile signature approved by the President for use by:</p> <ul style="list-style-type: none"> • Senior Vice President for Student Development and Success – Diplomas, certificates, degrees, honor letters, service awards • Senior Executive/Special Assistant to the President – Grants documents, contracts, tax levy notifications, student survey letters • Administrative Assistant to the President and Administrative Assistant to the District Board - Letters, publications, and other documents as approved by the President

Adopted by the District Board 10-8-14