

Signing Authority Upon Resignation Policy

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| Policy: Signing Authority | | CUSTODIAN: | Special Projects |
| Policy Number: | 300.48 | REVIEW DATE: | 11/2020 |
| Apv'd Date: | 11/17/2020 | | |
| Effective Date: | 11/17/2020 | | |
| REFERENCES: Employee Handbook, Resignation | | | |

Part 1. Policy Background and Purpose.

The purpose of this policy is to promote White Earth Tribal and Community College’s (WETCC) internal control through specifying the persons who are authorized to approve daily business transactions and the limitations on approval authority when an employee resigns or is terminated.

Part 2. Definitions.

Approval authority means the authority to approve a business transaction, including authorizing or entering into any agreement relating to such business transaction that may bind WETCC.

Authorized means, with respect to a business transaction, that a person has been granted the authority to approve such business transaction.

Resignation means when an employee gives notice of their intent to leave employment with WETCC.

Termination means when an employee is no longer employed whether voluntary or involuntary.

Part 3. Responsibility.

Each person is responsible for ensuring that he or she has the appropriate approval authority to approve a transaction, and that such approval and the transaction itself complies with the approved policies of WETCC.

Part 4. Policy

Persons who give notice of resignation, voluntary termination, or involuntary termination are no longer considered authorized personnel and their approval authority are revoked effective immediately.

Upon revocation of approval authority, any new or forthcoming authorizations will need to be submitted for re-authorization by the supervisor.