



Southwest

Virginia Community College
Office of the President

To: All Employees

From: Dr. Clint Hayes

Date: 7/24/2025

RE: 2025-2026 Delegation of Signature Authority

Level of Signature Authority for Procurement and Travel

For the period of July 1, 2025 – June 30, 2026, the following levels of signature authority will be in place for procurement and travel. This authority may be revoked or revised by the president at any time prior to June 30, 2026. Those employees assigned signature authority should exercise it with reasoned care and remember that they are accountable for the decisions made through their signature.

<u>Budget Director Level</u>	<u>Procurement Maximum Amount</u>
Vice-President & Associate VP (Lester, Rose (Interim), Lowe, Steiner)	\$2,000
Deans & Associate Dean (Dye, Haywood, Beavers (Interim), Wright, Hackney, Quesenberry)	\$1,000

- Shared Services Center Procure-2-Pay purchase order requests are submitted in eVA and then approved by the department code budget owner.
- Chrome River Travel and Expense Budget Owners have the authority to approve the Estimate and Request for Travel Pre-Approvals up to \$500. For travel estimates over \$500, the President must approve. The President must also approve all requests for out-of-country travel.
- Vice-Presidents, Associate VP's, Deans, and Acting Deans have the authority to approve procurement documents up to the procurement maximum amount outlined in the chart above.
- The Vice-Presidents or Associate Vice-President is authorized to sign requisitions for recurring and fixed expenses with no maximum level.
- Individuals named in this document as having authority in the absence of their supervisor must secure email approval for all requests prior to signing, **and** initial beside a wet signature.
- In the President's absence, a combination of two Vice- and/or Associate Vice-Presidents may sign for him on procurement and travel approvals provided there is email documentation attached designating the President's approval.

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- This signature authority will not extend beyond the Vice/Associate Vice President. Any such delegation is effective for one fiscal year only and may be revoked by the President in writing at any time.
- Grant project directors other than Vice Presidents and Deans must have their supervisor's approval on all procurement and travel documents in any amount. Vice Presidents or Deans who are also serving as grant project directors will only require additional signatures on travel or procurement documents that exceed the amounts outlined above.

Delegation of Signature Authority

In accordance with Section 4.0.3, Delegation of Signature Authority and 4.6.0, Contract Administration, of the Virginia Community College System Policy Manual, the president is delegating signature authority to the following individuals for the period of July 1, 2025 – June 30, 2026. Procurement/Contract Signature Authority rests with the Shared Services Center; neither college presidents nor SWCC staff should sign procurement-related contracts. This delegation does not exclude the president from signing all official college documents. Please note that all contracts must be reviewed by the System Counsel for legal sufficiency.

In addition, the **President** will retain signature authority for each of the following document types, as well as all other documents requiring official college commitment for which signature authority is not delegated:

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| • Articulation Agreements | • Consortia Agreements | • Full-time Faculty Appointments |
| • Receipt of Grants | • Gift Proposals and Receipt of Gifts | • Faculty Employment Contracts |
| • Memoranda of Agreement | • Health Care Curricula Contracts and Agreements | • Multi-year Appointments |
| • Memoranda of Understanding | • Deeds (<i>signed with the authority of the State Board only</i>) | |
| • Leases of Equipment and Facilities | | |

In the performance of their duties, the Vice-Presidents and the Associate Vice President are responsible for keeping the president informed of all activities that have a college-wide impact. All documents that involve academic or student services should be reviewed and recommended by the Vice-President of Academic and Student Services prior to signature and implementation.

Vice-President of Finance and Administration – Dyan Lester

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| • Affidavits | • Audits | • Bills of Sale |
| • Bonds | • Pleadings | • Financial Waivers. |
| • Releases | • Financial Statements | • Clinical Contracts, MOUs, and Agreements |
| • Stock Certificates | • Proxies | • Records Management Forms |
| • Promissory Notes | • Security Agreements | • Risk Management |
| • Responses to Interrogatories | • Surplus Property Management | Certificates of Coverage |

Administrative Assistant to Financial and Administrative Services – Laura Lynch, has signature authority for the Vice-President of Financial and Administrative Services in her absence.

Controller – Lindsay Salyers

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| • All Accounting Documents | • Tax Returns and Reports | • Motor Vehicle Titles |
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- Purchase Orders
- All Procurement Authority Audits
- Grant Financial Status Reports
- Grant Requests for Reimbursement
- Claims for Refunds
- Financial Certificates (including sales tax exemptions)
- Quarterly payroll tax reconciliation Certifications
- Receipts
- Contract Administration
- Designee to approve all DOA exceptions and other items required

Chief of Campus Police and Emergency Manager – Chief Millard McGhee

- ECO Forms
- Insurance Certificates and Claim Forms

Interim Vice-President of Academic and Student Services – Dr. Bethany Rose

- Part-Time Faculty Appointment Proposals
- Adjunct Faculty Contracts
- SGA Local Funds
- Special Arrangements Instructional Contracts
- Accommodations for Students with Disabilities
- ASCAP/BMI/SESAC Music Permissions

Administrative Assistant to the Vice President of Academics and Student Services – Diana Keene, has signature authority for the Vice-President of Academics and Student Services in her absence.

Vice-President of Institutional Advancement – Dr. Susan Lowe

- Grant Proposals
- Grant Pre-Proposal Concept Forms
- Grant Progress Report
- Media Contracts
- Media Ads

Executive Director of the SWCC Educational Foundation – Stacey McGhee, has signature authority for the Vice-President of Institutional Advancement in her absence.

Grants Writer – Patrick Burton

- Grant Proposals
- Grant Pre-Proposal Concept Forms
- Grant Progress Report

Dean of Business, Engineering, and Industrial Technology Div. – James Dye

Administrative Assistant to the Dean of Business, Engineering, and Industrial Technology Division – Angie Miller, has signature authority for the Dean of Business, Engineering, and Industrial Technology in his absence.

Dean of Workforce and Continuing Education – Jamie Hackney

Administrative Assistant to the Dean of Workforce and Continuing Education – Heather Underwood, has signature authority for the Dean of Workforce and Continuing Education in his absence.

Dean of Student Success Division – Lisa Haywood

Authority to approve Student Government Association and Student Activities Funds in the absence of the Vice-President of Academic and Student Services.

Administrative Assistant to the Dean of Student Success – Shelly Musick, has signature authority for the Interim Dean of Student Success in her absence.

Dean of Arts and Sciences Division– Dr. Brian Wright

Administrative Assistant to the Dean of Arts and Sciences Division – Ginger Rife, has signature authority for the Dean of Arts and Sciences in his absence.

Interim Dean Health Technologies Division – Neyia Beavers

Administrative Assistant to the Dean of Health Technologies Division – Tammy Austin, has signature authority for the Dean of Health Technologies in her absence.

Check Signatures for the College

Dyan Lester, Lindsay Salyers, and the President have authority to sign checks on behalf of the college.

Dyan Lester is the Contract Administration Officer for the college.