



Delegation of Authority

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Policy

This document outlines delegation of authority for review and approval of contractual obligations and expenditure of College funds.

Any delegation decision must balance operational efficiency and associated risk.

The delegation outlined in this document establishes a College policy to ensure activities and transactions are performed in an expedient manner. It also provides for accurate accounting and appropriate oversight and stewardship of Commonwealth and College assets.

Delegated transaction authority is given to representatives of the College to review and approve financially related transactions that commit the College to spend funds, provide services, or otherwise utilize its resources.

The approver by signing manually or electronically acknowledges that he/she fully understands and approves the processing of the documents.

The thresholds denoted in this document, exclusive of ***section II, Contracts***, serve as minimum standards.

Original signatures for each position denoted in this document for every department are maintained by Procurement and Accounts Payable.

Please refer to appropriate policies and procedures for Travel, P-Card, Procurement, and Accounts Payable. These can be found at <http://facstaff.necc.mass.edu/departments-and-organizations/administration-finance/>.

I. Approvals

A. NECC Stockroom

An NECC Supply Requisition should be completed for all requests for items from NECC's stockroom. Requests \$1,000 or greater must be requested through a Requisition and not from NECC's stockroom. This form can be found at <http://facstaff.necc.mass.edu/departments-and-organizations/administration-finance/forms/>.

< \$250 approved by a manager, department head or designee
= or > \$250 approved by appropriate Dean or above

B. Supply Requests (GoDirect)

Supply requests for items from New England Office Supply (NEOS) are completed online at www.neosusa.com; users must be authorized in advance in order to use this option. This option may not be used to purchase furniture or any other item which must be tagged and recorded as NECC inventory.

< \$1,000 approved by a manager, department head or designee
= or > \$1,000 approved by a Dean or above

C. Requisition (external purchases)

Purchase requisitions initiate requests for purchase of goods and/or services. An employee can initiate a requisition by using Self Service-Finance.

1. Requests

< \$1,000	approved by a manager or department head
< \$20,000	approved by a Dean or above
= or > \$20,000	approved by a Vice President or President

In addition to the thresholds above, certain types of requests require additional approvals as noted below.

2. Information Technology (IT)

Computer Equipment	approved by the Director, Client Services
Software	approved by the Chief Information Office (CIO)
Phones	approved by the Director, Network Operations

3. Facilities Equipment, Renovation & Repair

Expenditures for the maintenance or repair of facility, including alteration, installation, construction or modifications that require plumbing or electrical work requires additional review and approval as listed below.

< or = \$100,000	approved by the Director, Facilities & Grounds
>\$100,000	approved by the Vice President of Administration & Finance or President

D. P-Card Purchases

Refer to P-Card Policy. (Coming soon)

II. Contracts

Contracts are a legal commitment of resources on behalf of Northern Essex Community College and should be reviewed and executed in a consistent manner and done in accordance with all applicable laws and regulations.

On a motion approved by NECC's Board of Trustees on June 1, 2011, ADM-3014-060111, the Delegation of Authority to Execute Contracts states:

< \$25,000	President, Vice President or their designee(s)
\$25,000 - \$1 million	President or Vice President of Administration and Finance
>\$1 million	Board of Trustees

Note: This policy is exclusive of Human Resources related items such as payroll.