



## DELEGATION OF AUTHORITY 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.***

Please refer to appropriate policies and procedures for [Travel](#), [P-Card](#), and [Procurement](#).

### A. Approval Levels

Level	Threshold
Level 1 - President, CFO	\$1,000,000
Level 2- VP/Provost	\$100,000
Level 3- Deans/Director	\$50,000
Level 4- Assistant Director/Manager	\$25,000
Level 5- All Other	\$500

#### ***1. Purchase Requisitions***

Purchase requisitions initiate requests for purchase of goods and/or services through Banner. Refer to Requisition Queue Detail Report.

#### ***2. P-Card Purchases***

Refer to [P-Card Policy](#).

### B. 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 October 6, 2021, AFC-22-02

Delegation of Authority to Execute Contracts states:

President or CFO/COO	\$0 - \$1 million
Board of Trustees	>\$1 million

Delegation of Authority to for supplies/services purchases

Level 1 – President/CFO	\$1,000,000
Level 2 – VP/Provost	\$100,000
Level 3 – Dean/Director	\$50,000
Level 4 – Assistant Director/Manager	\$25,000
Level 5 – All Other	\$500

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