

AUTHORIZED SIGNATURES

I. Purpose

The purpose of the policy is to ensure that commitments of Western Dakota Technical College's (WDTC) are properly reviewed and approved by authorized individuals. This policy applies to all contracts, agreements that obligate WDTC financially and legally, and payments within its operations.

II. General Statement of Policy

- A. All contracts, agreements, and MOUs will have a signature of the WDTC President or designee.
- B. All checks or Automated Clearing House (ACH) for payment of verified expenses will be reviewed and approved by the Board of Trustees as reasonable and proper. The President, (or in the President's absence any Board member designated by the Board at a Board meeting) shall countersign all checks or warrants drawn by the Vice President for Finance & Operations, which have been authorized for payment by the Board.
- C. The Board of Trustees may authorize a resolution to pay bills in advance of the Board meetings, such as taxes, benefits, and recurring fees, lease and utility bills, in order to accommodate timely payments. These advance payments will be included on the Board's regular financial report.
- D. The Finance Department will maintain a check register of all payments made on behalf of WDTC, available for review and audit.

III. Definitions - None

IV. Reporting Procedures

- A. Contracts, agreements, MOUs, and payments will be presented to the Board of Trustees for review and approval during their scheduled meetings.

V. Dissemination of Policy and Training

- A. This policy shall appear on the WDTC website on the policy webpage.

Legal References:

SD Codified Laws §13-18-2 – Contents and signing of checks and warrants

SDCL §13-18-8 – Business manager's check register

SDCL §13-8-26 – Persons authorized to countersign checks and warrants

SDCL §57A-3-401 – Signature

SDCL §57A-3-402 – Signature by representative