

HUMBOLDT STATE UNIVERSITY

Parking & Commuter Services

Operating Standard: 005-151202

Title: Signature Authority for Procurement

The following standard shall be followed by Parking & Commuter Services to ensure appropriate controls and approvals are secured for procurement of supplies, materials, goods, services and contracts.

Signature authority approval levels are explained below. Should the individual listed with approval authority not be present on campus due to illness, vacation, business travel or other purpose, such decision shall be transferred to said individual's supervisor. In the event the Associate Vice President is not present on campus, said position's authority shall be transferred to the individual delegated such authority per Facilities Management Operating Standard 002- Acting Associate Vice President for Facilities Management.

Operational procurement activities shall be in compliance with Standard Operating Procedure 007- Budget Principles.

Procurement activity related to construction projects shall follow the most current and approved University Capital Outlay Management Plan.

The Facilities Management-designated Buyer is authorized to procure supplies, materials, goods, and services as well as facilitate entry into contracts on behalf of Parking & Commuter Services provided appropriate signature authority is secured.

Signature Authority Forms are updated annually and are based on the authorization outlined below:

Fund: IRA JackPass

- Fund ID: TO130
- Department ID: D40056
- Levels of Authority
 - Approval authority, all levels
 - Associate Vice President, Facilities Management

Fund: Parking Fines & Forfeitures

- Fund ID: TS001
- Department ID: D40056
- Levels of Authority
 - Approval authority valued at up to \$500 for non-blanket, non-warehouse supplies
 - Buyer II
 - Approval authority valued at up to \$5,000
 - Parking Services Coordinator

- Approval authority valued higher than \$5,000 must be approved by the Associate Vice President, Facilities Management.

Fund: Parking Fees

- Fund ID: TS003
- Department ID: D40056
- Levels of Authority
 - Approval authority valued at up to \$500 for non-blanket, non-warehouse supplies
 - Buyer II
 - Approval authority valued at up to \$5,000
 - Parking Services Coordinator
 - Approval authority valued higher than \$5,000 must be approved by the Associate Vice President, Facilities Management.

Fund: Parking Projects

- Fund ID: TS020
- Department ID: D40056
- Levels of Authority
 - All procurement shall follow levels of authority as outlined in the most recently adopted Capital Outlay Management Plan.

Fund: Alternate Transportation Projects

- Fund ID: TS025
- Department ID: D40056
- Levels of Authority
 - All procurement shall follow levels of authority as outlined in the most recently adopted Capital Outlay Management Plan.

REFERENCES

- Facilities Management Operating Standard 002- Acting Associate Vice President, Facilities Management
- Standard Operating Procedure PCS007- Budget Principles
- Capital Outlay Management Plan
- Signature Authority Form