

Delegation of Authority Process/Guideline

Please review the Mnsu Policy and Procedure and request a delegation of authority if it applies to any of the Faculty or Staff in your Department.

This form must be completed if an employee has any of the following authorities:

Encumbrance
Invoice approval
Purchase Requisition
P Card = other
Payroll

1. Complete form (Anyone can complete Employee portion)
2. Form should be reviewed by the Administrative Support and submitted to the Supervisor for approval. DO NOT sign as Authority Delegating/Rescinding (that is the Presidents Signature Block) the form if the supervisor wishes to initial on the bottom right corner that would be appropriate.
3. Administrative support should maintain a log of the delegations submitted for signature.
4. Once approved by appropriate authority within department submit to BSU/NTC Business Manager.
5. Business Manager will review and if appropriate will submit to the President for signature
6. Once the President has signed the form it should be routed back the Business Manager.
7. Business Manger will then route copy to the department supervisor to maintain in Personal File.
8. Any changes must be submitted with the same form and process.

Prepared by Business Services 2010