



# Minnesota State Colleges and Universities

## Delegation/Rescindment of Authority

**Minnesota  
STATE COLLEGES  
& UNIVERSITIES  
& UNIVERSITIES**

This document is a public record and available for public inspection.  
Please read instructions before completing form.

1. Institution (College/University)

Southwest Minnesota State University

(Please print)

2. Employee Name

Title

(Please print)

3. Delegating/Rescinding Authority

Title

Connie J. Gores

President

(Please print)

Delegation of Authority is granted pursuant to Board Policy 1A.3, Part 4 and is conditioned upon ongoing compliance with and subject to the limitations in Board policies, System procedures, institution policies, applicable statutes and law, and applicable regulations and policies of the Departments of Administration, Employee Relations and Finance. In exercising this authority, incurring obligations which exceed the fiscal year allocation will be in violation of Minnesota Statute §16A.15, subd. 3. If delegation is authorized in Section 4 below, such delegation rescinds any and all prior delegations of authority previously filed.

4. Selected Action

Delegate Authority

Rescind Authority

I hereby delegate the powers and/or duties listed in No. 5 to the employee named above effective:

I hereby rescind all delegations previously authorized to the employee named above effective:

(Month/Day/Year)

(Month/Day/Year)

5. Delegated Powers and Duties (designate all that apply) Provide details on page 3

Contracts and Amendments

Purchasing and Procurement

Other

6. Signatures and Date (document signed)

Employee/Signature

Authority Delegating/Rescinding/President Signature



# Minnesota State Colleges and Universities

## Delegation of Authority

**Minnesota**  
STATE COLLEGES  
& UNIVERSITIES

Employee Name: \_\_\_\_\_

Delegating Authority: Connie J. Gores

Date: \_\_\_\_\_

### Delegated Duties and Powers

Check all that apply and identify dollar limitation, i.e. not-to-exceed amount, if applicable.

#### Contracts and Amendments Execution

- Allied Health
- Encumbrance
- Facilities – Construction
- Facilities – Service (non-construction)
- Grants
- Guest Lecturer/Presenter
- Hotel
- Income – Customized Training
- Income – Other
- Inter-Agency
- Intra-Agency
- IT Software Licenses
- Joint Powers Agreement
- Memorandum of Agreement
- Memorandum of Understanding
- Professional/Technical Services
- Real Estate – Leases/Occupancy
- Service (non-facilities)
- Other (identify) \_\_\_\_\_

#### Limitation Amount

\$ \_\_\_\_\_

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#### Authorization Limitation or Details

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#### Purchasing and Procurement Transactions

- Encumbrance
- Invoice Approval
- Pay Order
- Purchase Order
- Purchase Requisition
- Other (identify) Purchasing Card

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#### Other Transactions

- Account Receivables Charge-off
- Advance
- Check Disbursement
- Collection Transaction
- Out-of-State Travel
- Payroll (Direct and Indirect Reports)
- Personnel (Direct and Indirect Reports)
- Special Expenses
- Other (identify) \_\_\_\_\_

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