



MINNESOTA STATE

# Minnesota State Colleges and Universities

## Southwest Minnesota State University

### Delegation/Rescission of Authority/

### Non-Business Services Employees

This document is a public record and available for public inspection.

Please read instructions before completing form

1. Employee: (Print First & last) \_\_\_\_\_ Title: \_\_\_\_\_

2. Department: \_\_\_\_\_

3. Delegating/Rescinding Authority: **David Jones, President**

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 and Minnesota Management and Budget. In exercising this authority, incurring obligations which exceed the fiscal year allocation will be in violation of Minnesota Statutes §16A.15, subd. 3. If delegation is authorized in Section 5 below, such delegation rescinds any and all prior delegations of authority previously filed.

4. Selected Action:

**Delegate Authority**

I hereby delegate the powers and/or duties listed in No. 6 to the employee named above effective:

Signature: \_\_\_\_\_  
(Month/Day/Year)

**Rescind Authority**

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

\_\_\_\_\_  
(Month/Day/Year)

5. Delegated Powers and Duties (designate all that apply) provide details on page 2.

Purchasing and Procurement

Other

6. Signatures and Date (document signed)

Employee

Authority Delegating/Rescinding: President

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

7. Document Filing and Retention: Submit original document for official filing (stamping) and retention to the President's Office. The President's Office will retain the original document.

8. A copy needs to be sent to Business Services along with the Purchasing Card Application.

**Delegated Duties and Powers for Non-Business Services Employees**

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

**Purchasing and Procurement Transactions**

- |                          |                                   |          |   |
|--------------------------|-----------------------------------|----------|---|
| <input type="checkbox"/> | Encumbrance                       | \$ _____ | _____                                       |
| <input type="checkbox"/> | Invoice Approval                  | \$ _____ | _____                                       |
| <input type="checkbox"/> | Pay Order                         | \$ _____ | _____                                       |
| <input type="checkbox"/> | Purchase Order                    | \$ _____ | _____                                       |
| <input type="checkbox"/> | Purchase Order – Student Activity | \$ _____ | _____                                       |
| <input type="checkbox"/> | Purchasing Card                   | \$ _____ | <u>Per purchasing card application form</u> |
| <input type="checkbox"/> | Purchasing Requisition            | \$ _____ | _____                                       |
| <input type="checkbox"/> | Other (identify)                  | \$ _____ | _____                                       |

**Other Transactions**

- |                          |                                       |          |       |
|--------------------------|---------------------------------------|----------|-------|
| <input type="checkbox"/> | Payroll – Employee Approval           | \$ _____ | _____ |
| <input type="checkbox"/> | Payroll – Student Payroll Approval    | \$ _____ | _____ |
| <input type="checkbox"/> | Travel – Advance Approval             | \$ _____ | _____ |
| <input type="checkbox"/> | Travel – Expense Form Approval        | \$ _____ | _____ |
| <input type="checkbox"/> | Travel – Out-of-State Travel Approval | \$ _____ | _____ |
| <input type="checkbox"/> | Travel – Special Expenses Approval    | \$ _____ | _____ |
| <input type="checkbox"/> | Other (identify)                      | \$ _____ | _____ |