

## **CONTRACT SIGNATURE AUTHORITY POLICY**

**Policy Number:** BP # 143  
**Effective Date:** Approved by the **Eastern Washington State Historical Society (EWSHS)** Board of Trustees on February 1, 2017  
**Application:** Applies to all employees of the EWSHS  
**History:** This policy replaces HR # 207 originally enacted in August 2013.

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**Purpose** – The goal of this signature authority policy is to document the approval process for museum expenditures in order to establish and maintain sound business practices and controls and to safeguard the assets of the institution.

This is the minimum requirement. The amount includes all expenditures to a specific vendor. Dividing expenditures into two or more smaller expenditures to circumvent the policy is not allowed. The maximum term for a contract is one year and the contract cannot automatically renew without the approval of the Board regardless of the amount of the contract.

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### **Employees with Signature Authority are Responsible for Assuring the Following:**

- *An understanding of what is being approved*
- *The information and supporting documentation is accurate and complete*
- *The transaction is allowable, reasonable and justified*
- *There are adequate funds to cover the expense*
- *The funding source is appropriate for the expenditure*
- *The vendor selection process is transparent and free from conflicts of interest*

### **Delegation of Authority Table**

<b>Title/Position</b>	<b>Expenditure Category/Type</b>	<b>Max Amount</b>
CEO/Executive Director or his written designee	Competitively awarded contracts or expenditures	\$10,000
CEO/Executive Director or his written designee	Single source contracts or expenditures	\$5,000
EWSHS Executive Committee	Capital improvements	

Contract amounts in excess of the amounts outlined above need EWSHS Executive Committee approval prior to execution. Approval may be received at the next scheduled Executive Committee meeting or may be obtained and recorded electronically via email, if timing requires.

Expenditures for competitively awarded contracts or expenditures between \$5,000 to \$10,000 will be communicated to the Executive and Finance Committees.

In addition to the expenditure and contracting limits outlined in this policy MAC staff are subject to and must adhere to contracting limits and guidelines as established and maintained by the Washington State Department of Enterprise Services.

As of July 1, 2013, the CEO/Executive Director or his designee must receive approved state training before developing, executing, or managing procurements or contracts, or both. This requirement is per RCW 39.26.110.

**References that apply to this policy**

RCW 39.26.110	