

<i>SACOG Policy/Procedure</i>	<i>Original Issue Date: 3/21/2014</i>
SIGNING AUTHORITY POLICY	<i>Revision Date: 10/31/2019 07/01/2022 08/17/2023</i>

The intent of this policy is to ensure that every procurement over \$500 is reviewed by two SACOG staff, one as the recommending party and the other as the authorizing party. Once authorization is secured, the responsible staff person may approve subsequent expenditures up to that approved authorization level. Recommending and authorizing authority are outlined below. The Executive Director may modify policies and procedures within his/her delegated authority as needed to reflect administrative updates or changes in regulations or law.

Purchase Orders

Purchase orders up to \$500 may be requested by any staff member without a second signature. Purchase orders up to \$100,000 may be requested by any staff member, but Project Managers or Management Team Members are required to authorize purchase orders, as shown in the table below. Purchase orders over \$100,000 may be requested by any staff member but must be associated with a board-approved contract or other board action authorizing the expense and must be authorized by Management Team Member and the Executive Director or his/her designee. All purchase orders must conform to the Purchase Order Policy and be submitted using the Sparkrock Requisition Request.

Contracts

Once a vendor has been identified pursuant to the appropriate method of procurement, a contract must be negotiated. No work shall commence, nor may goods be ordered until a contract has been negotiated and approved. Small purchases up to \$10,000 involving federal funds and up to \$25,000 not involving federal funds can be done with a purchase order together with the standard Purchase Order Terms and Conditions without a contract and can be authorized by the Procurement Officer. Purchase and service over \$10,000 shall require a purchase order and contract (except for small purchases noted above). Contracts up to \$50,000 can be authorized by a Deputy Executive Director and contracts over \$50,000 will require authorization by the Executive Director.

Invoices

Invoices with approved purchase order may be authorized for payment by the staff member who requested the PO (recommender) or the appropriate Project Manager by receipting the Invoice in Sparkrock. Invoices that are exempted from purchase orders as outlined in the Purchase Order Policy will require approval as shown in the table below. A Management Team Member may also approve the invoice.

Credit Card Purchases

Credit card purchases up to \$500 may be requested by any staff member without a second signature. Project Managers shall authorize credit card expenditures for their projects up to \$5,000. Expenditures over \$5,000 must be authorized by a Management Team member or Administrative Support Team Manager for Indirect Pool (SAC700). All purchases must conform to the Credit Card Policy and be submitted using the Credit Card Purchase Request form. The Procurement Officer has the discretion to use the credit card for small purchases up to \$5,000 without issuing a purchase order as long as the purchase conforms to the Purchase Order Policy. Refer to the Credit Card Policy for approved credit card purchases.

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Office Supply Requests

Project Managers shall authorize office supply requests billed to specific projects. The Administrative Support Team Manager shall authorize office supply requests billed to Indirect Pool (SAC700). Office supply requests must be submitted to the Administrative Support Team using the Office Supply Request form.

Food Requests

Staff or Project Managers shall recommend food requests associated with specific projects. Administrative Support Team Manager or Management Team Members shall authorize all food requests. All food requests must be submitted to the Administrative Support Team using the Food Request form.

Petty Cash

Any staff member may request petty cash up to \$30, consistent with the Petty Cash Policy. The Finance Director must authorize petty cash disbursements in excess of \$30. In the absence of the Finance Director, the Executive Director or his/her designee may authorize excess disbursements.

Travel, Meetings and Career Development

All travel, meeting, and career development expenses must be requested using the Travel Request Form. Any exceptions to the Travel Policy must be approved by the Deputy Executive Director of Operations or his/her designee.

Limitations

If a Project Manager is the requesting party, his/her Management Team member must authorize the expenditure. A Deputy Executive Director shall approve the expenses for the Executive Director. Expenses for a Deputy Executive Director shall be approved by another Deputy Executive Director or the Executive Director. Employees who have personal relationships with other SACOG employees shall not authorize expenditures for each other, consistent with the Nepotism Policy.

Exceptions

The Executive Director and Management Team members may sign for any item within their authority if other responsible parties are not available to approve expenditures, but staff should follow the signature authority table below. Pass-through grants and funds authorized by the board (e.g., TDA, JARC,), which otherwise exceed signing authority in this policy, may be recommended by any member of the relevant project team, and approved by the Finance Director. The Transportation Improvement Plan (TIP) Amendments may be signed by the Programming and Project Delivery Team Manager, in consultation with the Director of Transportation.

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	Recommend	Authorize
Purchase Orders (POs)*		
PO Request <\$500	Any staff	Same as recommender
PO Request \$501-\$10,000	Any staff	Project or Management Team Member (MT)
PO Request \$10,001-\$25,000	Any staff	Management Team Member
PO Request up to \$50,000	Any staff + MT	Deputy Executive Director
PO Request up to \$100,000	Any staff + MT	Executive Director (or his/her designee)
PO Request >\$100,000	Any staff + MT	Executive Director and Board
Invoices with Approved Purchase Orders (POs)*		
Invoice Approval with PO	Any staff	Same as PO Recommender or Project Manager
Invoices without Purchase Orders (POs)*		
Invoice <\$500	Any staff	Same as recommender
Invoice \$501 to \$10,000	Any staff	Project Manager
Invoice \$10,001-\$25,000	Team Manager	Management Team Member
Invoice up to \$50,000	Team Manager + MT	Deputy Executive Director
Invoice up to \$60,000	Team Manager + MT	Executive Director or his/her designee
Contracts		
Contracts <\$50,000	Any Staff	Deputy Executive Director
Contracts >\$50,001	Any Staff	Executive Director or his/her designee
Food and Supplies		
Office supplies (billed to Indirect)	Any staff	Administrative Support Team Manager
Office supplies (billed to project)	Any staff	Project Manager
Food requests	Any staff	Administrative Support Team Manager or Management Team Member
Reimbursements		
Petty Cash <\$30	Any staff	Finance Director or his/her Designee
Petty Cash >\$30	Any staff	Finance Director or ED/designee
Expense reports	Any staff	Supervisor or Project Manager
Credit Card Purchases		
Credit Card Purchases >\$500	Any staff	Same as recommender
Credit Card Purchases <\$5,000 (billed to project)	Any staff	Project Manager or Procurement Officer
Credit Card Purchases >\$5,000 (billed to project)	Any staff	Management Team Member or Administrative Support Team Manager for all Indirect Pool (SAC700) purchases
Travel & Career Development		
One-day travel/conference	Any staff	Supervisor or Project Manager (billed to project)
Career Development and overnight travel	Any staff	Administrative Support Team Manager or Deputy Executive Director of Operations or his/her designee

*Pass-through grants authorized by the board (e.g., TDA, JARC), which otherwise exceed signing authority in this policy, may be recommended by any member of the relevant project team, and approved by the Project Manager or Finance Director. TIP Amendments may be signed by the Programming and Project Delivery Team Manager, in consultation with the Director of Transportation.