NORTHWEST OREGON WORKS	**POLICY A01: SIGNATURE AUTHORITY**
	Effective date: 10/30/2015
	☒**NEW** ☐**REVISED**

POLICY

It is the policy of the Oregon Northwest Workforce Investment Board doing business as Northwest Oregon Works (NOW) to identify and establish signatories, limitation of expenditures and federal cash draw authorizations for NOW.

Only the board members of NOW, by majority action, or the Executive Director or designee, upon authority delegated by the Board of Directors, may incur liability on behalf of NOW.

Contracts or modifications exceeding $100,000, shall require the approval of a majority of NOW or its Executive Committee. Upon approval of the contract or modification, signature authority is granted to the Chair, Vice Chair/Secretary, or Executive Director or designee to execute the contract or agreement.

By adoption of this policy, the Executive Director or designee is granted signature authority to sign contracts or modifications not exceeding $100,000.

NOW Chair, Vice Chair/Secretary, Executive Director and CCO have signature authority to sign checks.

The Executive Director or designee shall have signature authority for any procurement authorized within the approved Operating Budget for the current program year. Procurement will be carried out as outlined in NOW's Procurement Policy.

The Executive Director or designee shall have signature authority for any and all matters relating to the delivery of the program services, such as, but not limited to, draws, requests for proposals, payroll, etc.

In no case, will a signature authority sign any check that identifies that signature authority as the payee. (In other words, no signature authority will sign their own check.)