

McLennan Community College

POLICIES AND PROCEDURES

Reference:	E-XX-a	Effective Date	09/01/2009
Subject:	Signature Authority in Absence of President		
Source:	President		
Approval Authority:	President	Approval Date	09/01/2009
History:	Previously effective 09/01/2009, replaced policy dated 08/04/2004		
Remarks:	Policy updated to new format.		

In the absence of the President, any one of the Vice Presidents is authorized to execute and process documents, which normally require the President's signature. When there are questions as to the appropriateness of executing the documents, the Vice President should first contact the President for approval to proceed.