

## POLICIES AND PROCEDURES

Subject: Signature Authority in Absence of President Reference: E-XX-a  
Source: President Eff. Date: September 1, 2009  
Approval Auth.: President Approved: \_\_\_\_\_  
Remarks: Replaces previous policy dated August 04, 2004.

Date: September 11, 2009

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.