

**NEW COLLEGE OF FLORIDA
REGULATIONS MANUAL**

CHAPTER 3 - Administrative Affairs

3-2003 Signature Authorization

The Controller or his/her designee is responsible for the control of all expenditures and uses Signature Authorization Forms as a means to exercise this control.

- (1) These forms are maintained in the Controller's office.
- (2) Signature Authorization Forms are required to be on file for each NCF Organization (department) prior to making expenditures.
- (3) The Controller or his/her designee is responsible for determining the persons authorized to sign and for assuring that up-to-date signature forms are on file at all times.

Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Board of Governors Regulation 1.001

History: Adopted 04-27-02, as Policy 2-001; Revised and renumbered 09-11-10, 11-16-10; Revised 03-11-17 (technical amendment)