

**Pine Technical College
Policy and Procedure**

Policy Number: 800 REV 2 **Date:** 2/27/03 **Revision Date:** 1st 2/28/07 2nd 02/12/10
Division/Department: Employment & Training

Revised by:

Connie Odendahl and Stefanie Schroeder, Co-Directors

Subject: Delegation of Authority

Authorities:

ETC department procedure

Purpose:

The purpose of this policy is to grant authority to oversee fiscal operations for programs administered by the Employment and Training Center of Pine Technical College.

Policy:

Within the guidelines established in the MnSCU Delegation Policy, the Director of the Employment and Training Center has the authority to:

- Establish and modify ETC program and department budgets
- Assign personnel to cost centers
- Authorize payments for purchases
- Authorize payments for client and/or vendor support services
- Authorize invoices for purchases received
- Authorize leave requests and time sheets
- Authorize expense sheets

The Assistant Director of Employment and Training has the authority listed above.

In the absence of both the Director and Assistant Director of ETC, authority is delegated to the College President or the College President's representative.

Procedure:

The ETC Director authorizes all fiscal transactions.

The ETC Assistant Director oversees Child Care Assistance Program transactions, plus other fiscal transactions in the Director's absence.

Budgets are established by the Director and Assistant Director, with the Director having the final authority.

Material Requisitions and Support Service Requests are approved (see above) and sent to the PTC Business Office.

Child Care vouchers are approved by office administrative staff in the ETC office, using the DHS MEC2 system.

Responsibilities:

Fiscal Operations of the Employment and Training Center are the responsibility of both the Director and Assistant Director.

Dissemination:

This information will be placed in the policy binder in the media center and President's Office and distributed through email upon approval.

Reviewed by Leadership Team: 3/25/03; **Revised Version:** 3/05/2007; **2nd Revision:** 2/22/2010

Reviewed by Faculty Senate: N/A

Revision Approved: _____

Date: 2/22/2010 Robert L. Musgrove, Ph.D., President