

**ROGUE COMMUNITY COLLEGE  
GENERAL INFORMATION AND  
ADMINISTRATIVE PROCEDURES**

**Procedure:**            **SIGNING AUTHORITY (AP-047)**  
**Contact:**             President's Office, Ext. 7087

Each year in July, a Deputy Clerk is appointed or reappointed annually by the Rogue Community College Board of Education to perform duties required as Deputy Clerk and Budget Officer to the College President, Chief Administrative Officer of the College.

The Deputy Clerk is legally authorized to bind the College contractually and sign all documents and authorizations for the transactions of business and related affairs of the College. No College employees other than the Chief Administrative Officer and the Deputy Clerk are authorized to sign legal contracts and agreements on behalf of the College. The current RCC Deputy Clerk is:

Lynda Warren, Dean, College Services

When the President or the Deputy Clerk are unavailable, two associate deans in College Services are authorized to act as signing authority for checks. The current authorized signators for checks on file with the designated depositories for College funds are:

Curtis Sommerfeld, Associate Dean, College Services  
(Primary Signator)

Pat Huebsch, Associate Dean, College Services  
(Secondary Signator only for checks greater than \$20,000)

The College President will designate one of the deans as Administrator-in-Charge when he is out of town for any period of time in excess of 24 hours. By that designation, the dean has signing authority for personnel action, professional growth, and other routine documents in place of the College President.

Approved: 08/28/02  
Revised: 11/17/04  
Revised: 01/06/09

**AP-047**