

CONTRACT SIGNATURE AUTHORITY POLICY

- Policy Number:** FIN-106
- Effective Date:** Approved by the **Eastern Washington State Historical Society (EWSHS)** Board of Trustees on November 4, 2020
- Application:** Applies to all employees of the EWSHS
- History:** This policy updates and renumbers BP #143 dated February 1, 2017. BP #143 replaced HR # 207 originally enacted in August 2013.
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Article I PURPOSE

1.1 to document the approval process for museum expenditures in order to establish and maintain sound business practices and controls and to safeguard the assets of the institution.

Article II CONTRACT REQUIREMENTS

- 2.1 The maximum expenditure amount includes all expenditures to a specific vendor. Dividing expenditures into two or more smaller expenditures to circumvent the policy is prohibited.
- 2.2 The maximum term for a contract is one year.
- 2.3 Any contract to be awarded to the same contractor who held the contract for the same or similar services during the previous year requires the written approval of the EWSHS Executive Committee of the Board of Trustees.

Article III SIGNATURE AUTHORITY RESPONSIBILITIES

- 3.1 Employees with signature authority are responsible for ensuring the following:
- 3.1.1 An understanding of what is being approved;
 - 3.1.2 The information and supporting documentation is accurate and complete;
 - 3.1.3 The transaction is allowable, reasonable and justified;
 - 3.1.4 There are adequate funds to cover the expense;
 - 3.1.5 The funding source is appropriate for the expenditure; and
 - 3.1.6 The vendor selection process is transparent and free from conflicts of interest.

Article IV DELEGATION OF AUTHORITY

4.1

Title/Position	Expenditure Category/Type	Max Amount
Executive Director or written	Competitively awarded contracts or	\$20,000

designee	expenditures	
Executive Director or written designee	Single source contracts or expenditures	\$10,000

4.2 Contract amounts in excess of the amounts outlined above need EWSHS Executive Committee approval prior to execution. Approval may be received at the next scheduled Executive Committee meeting or may be obtained and recorded electronically via email, if timing requires approval prior to the next scheduled meeting.

4.3 Expenditures for competitively awarded contracts or expenditures between \$10,000 and \$20,000 will be communicated to the Executive and Finance Committees.

4.4 In addition to the expenditure and contracting limits outlined in this policy EWSHS staff are subject to and must adhere to contracting limits and guidelines as established and maintained by the Washington State Department of Enterprise Services.

4.5 The Executive Director or written designee and the members of the EWSHS Executive Committee must complete training approved by the department of enterprise services before developing, executing, or managing procurements or contracts, or both.

References that apply to this policy

RCW 39.26.110	