



## Blue Mountain Community College *Administrative Procedures*

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**Procedure Title:** Authorized Signatures  
**Procedure Number:** 01-2005-0020  
**Board Policy Reference:** IV.A. General Executive Direction  
**NWCCU Standard:**

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**Accountable Administrator:** President  
**Position responsible for updating:** Chief Finance Officer  
**Original Date:** 12-16-05  
**Date Approved by College Planning Council:** 03-22-23  
**Authorized Signature:** *Signed original on file*  
**Dated:** 03-22-23  
**Date Posted on Web:** 03-28-23  
**Revised:** 03-23                      **Reviewed:** 03-23

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### **Purpose/Principle/Definitions:**

The College will, at its July Board meeting or at other times deemed necessary by the College, authorize the College President, the Chief Finance Officer, and the Chief Operating Officer to sign checks, grant applications, and college contracts.

The College authorizes the use of facsimile signatures by those persons authorized to sign College checks. The appropriate facsimile signature will be provided to the college's banking institution upon which the checks are drawn from.

### **Legal References:**

[ORS 294.120](#)  
[ORS 341.703](#)