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ADMINISTRATIVE POLICIES/PROCEDURES

Issuance No: A-10
Issuance Date: 7/1/23
Subject: Signature Authority

The Workforce Development Board of North Missouri gives authority to the Workforce Development Board Director to sign grants and contracts on behalf of the Board.

In the Workforce Development Board Director's absence, the WDB Fiscal Manager is authorized to sign grants or contracts on behalf of the Board, providing his/her initials next to the signature as attestation. The North Central Missouri College Vice President of Administrative Services is authorized to sign documentation on behalf of the Board when the WDB Fiscal Manager authorizes transactions.

Financial signature authorities can be found in the WDB financial management and accounting procedures policy.

The Workforce Development Board of North Missouri is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can dial 711. This information can be translated into another language if requested. Please contact the WDB Office for translation assistance.

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