



## Quality Assurance Work Instruction

CP-00-4000-005

Approved:

Date: 1 March 2004

Title: Signature Authority

REV  
N/C

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### 1.0 POLICY/PURPOSE

Santa Barbara Applied Research, Inc. (SBAR) provides signature authority to management and procurement personnel for the purchase and acceptance of goods and services in support of government and private sector contracts. This Work Instruction (WI) establishes the program to identify and select individuals who will be authorized to commit SBAR funds.

### 2.0 SCOPE

This WI applies to all management and procurement personnel who are authorized to award purchase orders, subcontracts, change orders, modifications, and acceptance of goods and services upon delivery.

### 3.0 REFERENCES AND DEFINITIONS

#### 3.1 References

- Federal Acquisition Regulation (FAR)
- ISO 9001, 7.4: Purchasing
- SBAR *Purchasing Procedure (CP-00-4000)*
- SBAR *Organization Manual*

#### 3.2 Definitions

Refer to SBAR *Purchasing Procedure (CP-00-4000, Para. 3.2)*.

### 4.0 RESPONSIBILITIES

#### 4.1 Contracts Manager

The SBAR Contracts Manager is responsible for this WI.

#### 4.2 Procurement Personnel

Procurement personnel are defined as those individuals designated in writing and authorized to commit company funds up to their individual level of authority.



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## 5.0 REQUIREMENTS AND PROCEDURES

### 5.1 General

SBAR corporate officers will designate management and certain other personnel with the authority to obligate the corporation to a binding contract. Contracts include documents that obligate the corporation to provide a product or service or to procure materiel or services from a vendor. Unless otherwise specified in formal corporate minutes, the only corporate officers with this authority are the President/CEO and the Executive Vice President. Delegation of authority is normally based on specific job requirements (see *Organization Manual*), the experience level of the individual, and is always confirmed by letter. The letter outlines the limits and applications of authority under which the individual may commit funds and/or accept goods and services.

### 5.2 Signature Authority

The President will issue a signature authority letter to personnel assigned to the corporate office and authorized to commit SBAR funds. For all other locations, signature authority and their associated threshold will be issued by a corporate officer on a project-by-project basis.

To obtain individual letters of authorization, the applicable project manager will send a memo or e-mail to the President or Executive Vice President requesting that select individuals be authored to commit the company in procurement actions. The corporate officer will then issue a authorization letter detailing the dollar amount and under what conditions (if any) the specific individuals are authorized to commit funds.


Procurement personnel as defined above are authorized to sign purchase orders, change orders, modifications, or subcontracts on their assigned projects up to their authorized signature level. When the required commitment level is greater than the authorized level for a project manager, an individual with the appropriate authorization level must ultimately approve the commitment. This process may be handled verbally if an individual within the same project organization has the appropriate level of authority. If the required authority level does not exist within the same project organization, the project manager must obtain permission from a corporate officer. In certain instances, the President may authorize "one time authority" for someone within the project to sign the procurement document. This "one time" authorization is also recorded.

### 5.3 Delivery Tickets

Procurement and receiving department personnel are *not* authorized to sign delivery tickets or any other document committing SBAR to vendor, supplier, or subcontractor terms and



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conditions. If personnel must sign delivery tickets or other documents in order to receive delivery of the goods, the individual receiving the goods documents the delivery ticket stating that they are only signing for the receipt of the goods and are not accepting the terms and conditions on the delivery ticket.



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