

SOUTHWESTERN AREA  
WORKFORCE DEVELOPMENT BOARD

**Contract Signature Authority Policy  
13-1**

**DATE OF ISSUE:** May 16, 2013

**EFFECTIVE DATE:** May 16, 2013

**APPLICABILITY:** Southwestern Area Workforce Development Board (SAWDB) providing of Workforce Investment Act (WIA), and other training services.

**PURPOSE:** To provide the SAWDB an opportunity to execute contract modifications in a timely manner.

**BACKGROUND:** The need to process contract modifications at times has taken several weeks because of the need to wait for the next board meeting. This policy would reduce the wait time for a contract modification to be processed.

**ACTION:** The Chair or Vice Chair is authorized to sign contract modifications to accept, transfer, or

decrease funds on existing contracts, and for the contract modifications to be ratified by the board at their next meeting.

This policy does not authorize the Chair or Vice Chair to sign original contracts without the board approval.

**INQUIRES:** Questions related to this policy should be directed to the SAWDB AE at (575) 744-4857 in Elephant Butte, New Mexico.

**ATTESTED:** This policy was approved through board resolution on May 16, 2013.

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Board Chair or Vice Chair