



## PA TURNPIKE COMMISSION POLICY

*This is a statement of official Pennsylvania Turnpike Policy*

**NUMBER:** 2.15

**APPROVAL DATE:** 10-2-2007

**EFFECTIVE DATE:** 10-17-2007

**REVISED DATE:** 4-5-2011

**POLICY SUBJECT:**

Approval Authorization

**RESPONSIBLE DEPARTMENT:**

Human Resources

**A. PURPOSE:**

To establish policies, responsibilities and procedures for approving financial transactions and personnel matters.

**B. SCOPE:**

This policy sets out the approval authorizations and associated maximum dollar levels required for processing financial transactions and personnel matters within the Commission as set forth herein. It does not address approval of or signatures necessary to enter into a contract or agenda item. Further, this policy does not address procedures or rules for Purchasing, which are covered by Procurement Policy or the Purchasing Manual. This policy applies to all Commission employees who have approval authorization.

**C. GENERAL POLICY:**

1. All financial transactions and all personnel matters must be approved by the Commission or an authorized Commission employee.
2. For any employee authorized to approve a financial transaction(s) and/or personnel matter, a document must be on file in the Secretary Treasurer's office containing a specimen of his/her signature, a list of financial transactions and/or personnel matters he/she is authorized to approve, and the cost centers over which he/she has approval authority.
3. An employee shall be designated to approve financial transaction and/or personnel matters as set forth in Appendix "A."
4. Appendix "A" identified the limits or authorization approvals that are established for employees as it relates to each type of financial transaction and/or personnel matter.

Appendix "A" includes:

- a. The approval signatures for each type of financial transaction and/or personnel matter
- b. The maximum dollar limit authorized where applicable.
5. The CEO or his designee shall review and approve a list of all individuals designated with approval authority, which shall be provided to him by the Secretary Treasurer's Office at a minimum of once annually.
6. Each person approving a financial transaction or personnel matter must affix his/her signature to the appropriate document either physically or electronically.

7. No individual at the Commission may approve any financial transaction or personnel matter that accrued personal benefit to the individual.
8. No exceptions to the policy are permitted without Commission approval.

**D. PROCEDURES:**

1. Designating Signature Authority

When an employee is hired, transferred or promoted into a position with approval authority, the department head shall complete a Signature Authorization Control Form and forward it to the Secretary Treasurer's Office with a copy to the Human Resources and Information Technology Departments. Upon receipt, the IT Department shall immediately enable or disable the approval authority in accordance with the Signature Authorization Control Form.

2. Removing Signature Authority

When an employee with approval authority terminates his or her employment with the Commission or when the Commission transfers or promotes an employee into or out of a position with approval authority, the department head shall complete a Signature Authorization Control Form and forward it to the Secretary Treasurer's Office, with a copy to the Information Technology Department. Upon receipt, the IT Department shall immediately enable or disable the approval authority in accordance with the Signature Authorization Control Form.

3. Annual Review Process

As part of the annual review of authorized approval authority or at any time necessary, a department head may add, remove, or adjust an employee's approval authority. Copies of changes must be forwarded to the Information Technology Department and the Secretary Treasurer's Office.

4. Modifications

No modifications to the approval authorities are permitted without Commission Approval.

*This Policy Letter supersedes all previous Policy Letters on this subject.*

SIGNATURE AUTHORIZATION CONTROL FORM	
Check to indicate if this is an	<input type="checkbox"/> Addition <input type="checkbox"/> Removal
<b>Authorized Signatory</b>	
Reason	
Name	
Role	
Signature	
<b>Department Head</b>	
Name	
Signature	
<b>CEO/COO Direct Report</b>	
Name	
Signature	
<b>VALIDATION (Accounting)</b>	
Title	
Name	
Signature	
Comments	
Forms Should be forwarded to Signature Control in Accounting	

## Appendix A – Approval Levels

<u>ITEMS</u>	<u>CEO or COO DIRECT REPORT OR DESIGNEE</u>	<u>CHIEF EXECUTIVE OFFICER</u>	<u>COMMISSION APPROVAL</u>	<u>SOURCE DOCUMENT</u>
<b><u>Engineering Construction Contracts</u></b>				
Change Order-Category 1*	Up to \$150,000 - Construction Engineering Manager  Up to \$300,000 - Asst. Chief Engineer  Over \$300,000 and under contingency amount - Chief Engineer		Any Category 1 Change Order above the Contingency Amount requires Commission Approval	Policy Letter 6.1
Change Order-Category 2**			Requires Commission Approval	Policy Letter 6.1
Outside Scope of Agreement			Requires Commission Approval	Policy Letter 6.1
Final Change Orders			Requires Commission Approval	Policy Letter 6.1
Final Payments			Requires Commission Approval	Contracting Policies & Procedures Manual
* <b>Category 1 Change Order</b>				
Adjustments required to meet actual field conditions encountered				
Work in amounts greater than the original scope				
Adjustments in quantities to reflect actual work performance				
Changes in design and/or specifications that maintain the original intent of the project				
<b><u>Engineering Utility Relocations</u></b>				
Reimbursement letter agreements for utility relocations/ municipality review fees	Up to \$25,000 with the concurrence of the Legal Dept.	Chief Engineer or designee to execute the reimbursement letter agreements	Over \$25,000 Requires Commission Approval	Resolution approved at the September 5, 2006 Commission Meeting G-4  Resolution approved at the November 14, 2006 Commission meeting

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<b><u>Purchasing</u></b>				
Material Request	1. Up to \$25,000 – Cost Center Mgr. 2. Over \$25,000- COO Direct Report	N/A	N/A	PMMS Manual (Section 6)
Purchase Order*	1. Up to \$50,000- Procurement and Materials Control Manager	\$50,001 - \$100,000	Over \$100,000 Requires Commission Approval	Purchasing Policies and Procedures Manual (pg 8)
Change Orders to P.O.	1. Up to \$10,000- Procurement and Materials Control Manager	\$10,001- \$50,000	Over \$50,000 Requires Commission Approval	Purchasing Policies and Procedures Manual (pg 44)
<b><u>Contract Administration</u></b>				
Agreements/Contracts/Supplements			Requires Commission Approval	Policy Letters 6.1 & 7.4
			The two ways to obtain approvals are: 1. Approval to negotiate & execute 2. Approval to negotiate <b>only</b> and will have to go back for execution	Contracting Policies & Procedures Manual (Section 3, page 9)
ITQ guidelines (Invitation to Qualify)	Up to \$10,000 with concurrence of CEO  Reported to Commission on Purchasing Report		Over \$10,000 goes to Commission via PTRC	Contracting Policies & Procedures Manual (attachment)

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<u>ITEMS</u>	<u>CEO or COO DIRECT REPORT OR DESIGNEE</u>	<u>CEO (If CEO position is vacant than COO)</u>	<u>COMMISSION APPROVAL</u>	<u>SOURCE DOCUMENT</u>
<u>Legal</u>				
Settlements/taxable Court Costs, Recording Fees, Real-Estate Taxes, Municipal and Municipal Authority Assessments, Professional Svcs. Including Attorney, Expert Witness, and Appraisal Fees and All Unappealed Verdicts & Viewers Awards with Interest Accrued	Up to \$50,000 - Chief Counsel/Deputy Chief Counsel	\$50,001 to \$100, 000	Over \$100,000 Requires Commission Approval	Resolution amended at the 3/15/2011 Commission Meeting F-12 <ul style="list-style-type: none"> <li>Approved 12/4/2001 G-14</li> </ul>
	Reported to Commission			
Property Damage Claims Workers Compensation Liens, and other Litigation Claims	Up to and including \$50,000 Chief Counsel/Deputy Chief Counsel (with concurrence by CFO)		Over \$50,000 Requires Commission Approval	Resolution amended at the 4/5/2011 Commission Meeting F-8 <ul style="list-style-type: none"> <li>Approved 12/4/2001 G-14</li> </ul>
	Reported to Commission			
Right-of-Way Acquisitions			Requires Commission Approval	
Initiate Legal action to recover property damage claims and the cost of responding to and cleaning up after accidents	Up to \$100,000		Over \$100,000 Requires Commission Approval	Approved 7/7/2009 Agenda Item F-10

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<b><u>Risk Management</u></b>				
Auto/General Liability Claims	Up to \$10,000 - Chief Counsel/Deputy Chief Counsel (with concurrence of CFO)		Over \$10,000 Requires Commission Approval	Resolution approved at the December 4, 2001 Commission Meeting G-14
Property Damage Claim-Write-Off	Up to \$10,000 - Chief Counsel/Deputy Chief Counsel (with concurrence of CFO)		Over \$10,000 Requires Commission Approval	Resolution approved at the December 4, 2001 Commission Meeting G-14
<b><u>Property Management</u></b>				
Transactions Resulting in One-Time or Yearly Income to the Commission	Up to \$15,000 - Property Manager (with concurrence of Chief Counsel)	\$15,001 to \$20,000	Over \$20,000 Requires Commission Approval	Policy Letter 9.1
Leases with terms that exceed 10 years and cannot be terminated by the Commission prior to that time			Requires Commission Approval	Policy Letter 9.1

## Appendix A – Approval Levels

<u>Personnel Matters</u>	<u>Supervisor/Project Manager</u>	<u>COO Direct Report or Designee</u>	<u>Human Resources</u>	<u>CEO</u>	<u>Commissioners</u>
Authorization for Direct Deposit					
Request for Duplicate W-2 form					
Earned Income Tax Questionnaire					
Sick Leave Request	X				
Administrative Leave Request	X	X			
Personal Leave Request	1-5 days	6-15 days	16-30 days	31-90 days	
Bereavement Leave Request	X				
Childrearing Leave Request	X		X		
Civil Leave Request	X				
Military Leave Request	X				
Time Sheets	X				
Identification Card Request					
Request for Accommodation	X		X		
FMLA	X		X		
Sick and Accident	X		X		
Equity Adjustment	X	X		X	X
Reclassification	X	X		X	X
Request to Create Position		X		X	X
Request to Post and Fill Position		X		X	X
Employee Recognition		X		X	
Performance Evaluations	X	X			



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<u>Financial Transactions</u>	<u>Supervisor/Project Manager</u>	<u>COO Direct Report or Designee</u>	<u>Finance Department</u>	<u>CEO</u>
Employee Payroll Adjustment	X	X	X	
Petty Cash Disbursement	X		X	
Travel Expense Voucher	X		X	
Conference Seminar, Speaker, Pre-Approval	X	X		X Beyond bordering states
Refund Check Request	X	X	X	
Wire Transfer	X	X	X	
Check Request	X			
Invoices-Construction & Design Contracts- (Up to Contract Amount)	X	X		
Travel Advance	X	X	X	
Tuition Reimbursement Request	X	X	X	
Special Payment Request	X	X	X	
<u>Vehicle and Equipment</u>	<u>Supervisor/Project Manager</u>	<u>COO Direct Report or Designee</u>	<u>CEO</u>	<u>Commissioner</u>
Vehicle Assignment Request		X	X	
Vehicle & Equipment Accident, Theft & Vandalism	X			
Request for Pool Car	X			
Daily Record of Vehicle Operation	X			
Vehicle Inspection Report				

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<u>Procurement</u>	<u>Supervisor/Project Manager</u>	<u>COO Direct Report or Designee</u>	<u>CEO</u>	<u>Commission</u>
Request for Proposals (RFP)	X	X	X	X*
Competitive Sealed Bidding	X	X	X	X*
Sole Source (Contracts)	X	X and Legal	X	X
Sole Source (Other)	X	X	X	X
Inventory Activity	X			
Request for Disposal of Used/Obsolete Material/Equipment	X	Purchasing		

\*Projects in the first two years of the approved Capital Plan do not require Individual approval by the Commission

<u>Information Technology</u>	<u>Supervisor/Project Manager</u>	<u>COO Direct Report or Designee</u>	<u>CEO</u>	<u>Commission</u>
Technology Request	X	X		
Work Space Needs Request	X	X		