



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.