



## **Signature Requests Process**

Please use this process with **ALL** documents in need of signatures from Executive management at San Diego City College.

### **Factors to remember:**

- Please allow **10 days** for signatures **PRIOR** to due date/**15 days** if District signatures are required.
- All plans/reports submitted electronically need to be printed out and approved by management **PRIOR** to online submission.
- NO ONE SHALL ENTER IN A CONTRACT WITH ANY OUTSIDE ENTITY ON BEHALF OF THE DISTRICT/CITY COLLEGE WITHOUT PRIOR APPROVAL FROM PRESIDENT

### **Examples of Documents:**

- **NOVA Plans/Fiscal Reports**
- **Consultant Agreements**
- **Justification Forms**
- **All grant/restricted fund applications/reporting**
- **State and Federal reports**
- **Others**

If you have any questions regarding this process, please reach out to Business Services at 619-388-3428.

# SAN DIEGO CITY COLLEGE

## Signature Requests Flow Chart

