

**HOUSTON COMMUNITY COLLEGE SYSTEM  
SOUTHEAST COLLEGE, PRE-AUTHORIZATION FORM**

*This form must accompany Accounts Payable/Human Resource documentation*

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**SUBJECT (Check One)**

**DATE:** \_\_\_\_\_

- \_\_\_\_ Official College Business Activity, Use of 3110 Account
- \_\_\_\_ Chair Overload beyond Policy
- \_\_\_\_ Petty Cash request (prior to purchase)
- \_\_\_\_ MTM Faculty Teaching Assignment
- \_\_\_\_ Grant-Funded Assignment over 19.5 hrs.
- \_\_\_\_ Multiple Assignments
- \_\_\_\_ JVN Posting
- \_\_\_\_ Other (Describe)

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**Requestor Signature:**

\_\_\_\_\_  
Dept Chair

\_\_\_\_\_  
Dean

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**JUSTIFICATION STATEMENT:**

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\*Once Dr. Garza has authorized request attach this form to payment documentation.  
Documentation must include the names of students and social security numbers when the approved activity involves students.

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\_\_\_\_ **APPROVED**

\_\_\_\_ **DENIED** (Reason for denial)

\_\_\_\_\_  
Dr. Fena Garza, Southeast College President

Date: \_\_\_\_\_

## Southeast College Administrative Bulletins

### **Petty Cash**

Under \$30.00 for supplies pre-authorized by a Dean. Not to be used for food purchases unless it is a student related activity.

### **Purchase Order**

Preferred Transaction for the purchase of supplies and materials. At Southeast, purchases over \$2500 require 3 quotes

### **Direct Pays**

Unauthorized purchases that violate Board of Trustee policies will become the responsibility of the individuals placing the order. The individual placing the order will bear the cost of the goods and services received (published HCCS News, 11/01/01; direct pay procedures may be reviewed at [http://www.hccs.cc.tx.us/system/financial\\_operation.htm](http://www.hccs.cc.tx.us/system/financial_operation.htm))

### **Food Purchases**

Operating budgets may not be used to fund departmental activities involving food or entertainment unless the activity is student related. Deans may seek pre-authorization from President Garza for the use of her Official College business account (3110) for advisory board meetings. This must be done in writing and in advance of the planned college activity. ***Please use the SE Pre-authorization form to justify these types of requests.***

### **Credit Cards**

No one is authorized to use an HCCS credit card except the college President

### **Honoraria, Guest Lectures/Consultant Services**

This type of direct payment must be pre-authorized between Dean and President in advance of work requested. In addition, Texas Education Code 44.031 and Gov't Code 2254.003 restrict professional service fees to attorneys, brokers and outside consultants (3 quotes needed if work is over \$2500.00)

### **Payments to College Employees**

Payment made to a college employee must be submitted through Human Resources. ***Only*** 12-month faculty is eligible for a departmental chair stipend. ***In addition, do not begin working an employee until all appropriate paperwork has been authorized and entered by Human Resources.***

### **Chair Overloads**

Current policy allows for 1 teaching overload

### **MTM Assignment**

A month to month teaching assignment may be requested through appropriate Dean to President. Documentation must clearly state the ***Start*** and ***End*** date of assignment. The position must be posted and filled during the same time frame.

### **19.5 Hourly**

Effective immediately, part time staff may be hired at ***no more*** than 19.5 hours per week (this includes work-study students)

### **Interface Reports**

Supervisors must at all times review these personnel payment reports and question any employee payments that do not coincide with work records

### **Time Logs**

It is the Supervisors responsibility to ensure that time logs are kept current for all non-exempt employees. These records are subject to internal audit and must be kept by appropriate Dean at all times.

### **Multiple Assignments**

- It is the Supervisor's responsibility to ensure that hours paid equal hours worked (subject to time audit)
- PT personnel may be hired and paid using two funding sources but the combined hours worked should not exceed 19.5 hours per week.
- FT employees may work a 2<sup>nd</sup> assignment at another location. However, a FT employee may not be paid additional hours for work performed within primary job location
- Non-exempt employees who carry 2<sup>nd</sup> assignments are subject to time and a half rule

### **Additional assignments for FT employees**

A full time employee who has agreed to work a part-time assignment at another HCCS location must disclose and seek supervisory approval to work second assignment. This must be documented and supervisor must ensure that second assignment does not conflict with employee's full time workload.