



**Wytheville Community College**  
**1000 East Main Street**  
**Wytheville, VA 24382**  
**Phone (276)223-4848**



**June 1, 2003**

Dr. Glenn DuBois, Chancellor  
Virginia Community College System  
James Monroe Building  
101 N. Fourteenth Street  
Richmond, VA 23219

Dear Dr. DuBois:

Attached is WCC's signature authorization list for FY 2003-2004.

This list will be revised again when the Vice President of Finance and Administration and the Vice President of Instruction and Student Services positions have been filled.

If you have questions concerning this, please do not hesitate to contact me.

Sincerely,

Ann E. Alexander, Ph.D.  
President

AEA:ncs

Attachment

cc: Nancy C. Sexton  
✓JoAnn S. Arnold  
Phyllis C. Ashworth  
Bill R. DeBord  
Bobby K. Horton  
Lisa P. Simmerman  
Anna Ray Roberts

**WYTHEVILLE COMMUNITY COLLEGE  
SIGNATURE AUTHORIZATION  
FISCAL YEAR 2003-2004**

POSITION	TYPE OF CONTRACT	LIMITATION
*Vice President of Financial and Administrative Services	Goods, Equipment, Supplies, State Contract Items as specified in the contracts.	\$100,000.00 **
This position is currently vacant	Checks:	
	Federal Funds Transfers	\$500,000.00
	All other checks	\$100,000.00
	Receipts, bonds, and claims for refunds	\$100,000.00
	Travel Requests, Travel Advances	\$5,000.00
	Service Contracts, Special Arrangement and all other agreements	\$50,000.00
	Tuition Authorization Charges	\$10,000.00
Coordinator of Business and Facilities Services (Nancy C. Sexton)	Goods, Equipment, Supplies, State Contract Items as specified in the contracts.	\$100,000.00 **
	Checks:	
	Federal Funds Transfers	\$500,000.00
	All other checks	\$100,000.00
	Receipts, bonds, and claims for refunds	\$100,000.00
	Travel Requests, Travel Advances	\$5,000.00
	Service Contracts, Special Arrangement and all other agreements	\$50,000.00
	Tuition Authorization Charges	\$10,000.00
Vice President of Instruction and Student Services		
This position is currently vacant	Federal Funds Transfers	\$100,000.00
	All other checks	\$100,000.00
	Receipts, bonds, and claims for refunds	\$10,000.00
	Travel Requests, Travel Advances	\$5,000.00
	Service Contracts, Special Arrangement and all other agreements	\$10,000.00

**WYTHEVILLE COMMUNITY COLLEGE  
SIGNATURE AUTHORIZATION  
FISCAL YEAR 2003-2004**

Vice President of College Services (Phyllis C. Ashworth)	Federal Funds Transfers	\$100,000.00
	All other checks	\$100,000.00
	Receipts, bonds, and claims for refunds	\$10,000.00
	Travel Requests, Travel Advances	\$5,000.00
	Service Contracts, Special Arrangement and all other agreements	\$10,000.00
Coordinator of Library Services (Anna Ray Roberts)	Purchase Orders for goods, services and books	\$100,000.00 **
Procurement Officer I (JoAnn S. Arnold)	Purchase Orders for goods, services, and equipment	\$100,000.00 **
Accountant (Lisa P. Simmerman)	Checks:	
	Federal Funds Transfers	\$500,000.00
	All other checks	\$100,000.00
	Tuition Charge Authorizations	\$10,000.00
Counselor (Bobby K. Horton)	Authorizations for Classroom Training, TRA	\$10,000.00

\* Services as the Contract  
Administration Office

\*\* Limited Purchasing Authority