



CCTCMIS

Database Certification Authorized Signature Form

IMPORTANT: The Bureau of Community College and Technical Center MIS (CCTCMIS) requires all database certifications be signed by the college President or his/her authorized designee. This designee must be a direct-report to the college President. The purpose of this certification is to identify authorized signatories and provide their signatures for data certification purposes. Colleges may submit up to three authorized designees to provide coverage throughout the year. If a designee is not identified, please write "N/A" in the designee name field.

While the appointment of an authorized designee is at the discretion of the college President, it will be the responsibility of the Reports Coordinator to ensure that certifications are signed only by the President or their authorized designee as submitted on this certification form.

Return the signed and scanned form to CCTCMIS via TIBCO using the file naming convention **CCxx.AUTH.SIGNATURE.yyyy.PROD.pdf** where xx is the college number and yyyy is the reporting year (e.g., College 01 would submit the form using the name CC01.AUTH.SIGNATURE.2018.PROD.pdf for the 2017-18 reporting year).

IMPORTANT: If the filename is not in accordance with the above naming convention, it will be rejected.

College Name

(Enter full college name)

President's Name

President's Email

President's Signature

Submission Date

Business/Financial Officer's Name

Business/Financial Officer's Email

Business/Financial Officer's Signature

I hereby appoint the following individuals, in addition to the Business/Financial Officer to be an official authorized designees for the president, and are hereby authorized to approve all database certification files.

Designee 1 Name

Designee 1 Email

Designee 1 Signature

Designee 2 Name

Designee 2 Email

Designee 2 Signature

Designee 3 Name

Designee 3 Email

Designee 3 Signature