SECTION 12 - SIGNATURE AUTHORIZATION POLICIES AND PROCEDURES

Policy Sequence 12-000
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Introduction

The California State University, Long Beach (CSULB) Foundation is required by its operating agreement with The California State University Trustees to maintain a system of controls which minimize the possibility of misuse of Foundation funds. This policy establishes clear and appropriate approval authority to use Campus Programs, Sponsored Programs, Grants, and Contracts housed in the Foundation.

Authorized Signers

Policy # 12-000.1

The Project Director has the option to authorize designated employees to sign for expenditures on his/her behalf. The Project Director will be responsible for signatures made by designated signatories.

Approval of Transactions for Campus Programs, Scholarship & Endowment Projects, Grants & Contracts

Policy # 12-010.1

All Project Directors, regardless of their position, are responsible for ensuring that only appropriate and allowable expenditures are charged to their projects, grants or contracts. All such transactions shall be in compliance with Foundation Fiscal Policies, the mission of the University, restrictions imposed by the funding source and/or donor (if they so exist) and with terms and provisions of the contract or grant.

The Project Director or her/his authorized subordinate initiates all transactions on Campus Programs, Scholarship and Endowment Projects, Grants and Contracts. Transactions for travel, payroll or direct reimbursement made payable to a subordinate of the Project Director are approved by the Project Director. Transactions for travel, payroll or direct reimbursement made payable to the Project Director are approved by the Project Director's Department Chairperson, Administrative Services Manager (ASM), Dean, Director or Division Vice President.

Transactions for travel, payroll or direct reimbursement payable to Chairpersons or Directors (excluding the Director of Athletics who, for signature authorization purposes, functions as a Dean) shall be approved by the ASM, Dean or Division Vice President responsible for that department.

Transactions for travel, payroll or direct reimbursement payable to ASMs shall be approved by the Dean or Division Vice President.

Transactions for travel, payroll or direct reimbursement for Deans, shall be approved by the Division Vice President. The Division Vice President may delegate his/her approval responsibility to a subordinate, excluding all subordinates that directly report to the Dean, by submitting written authorization to the Foundation.
Approval of Transactions for the CSULB President & Positions Reporting Directly to the President

Policy # 12-020.1

The CSULB President and positions reporting directly to the CSULB President controlling a Campus Program, Scholarship and Endowment Project, Grant or Contract are responsible for ensuring that only appropriate and allowable expenditures are charged to their projects. All such transactions shall be in compliance with Foundation Fiscal Policies, the mission of the University, restrictions imposed by the funding source and/or donor (if they so exist) and with terms and provisions of the contract or grant.

Transactions for travel, payroll or direct reimbursement for the CSULB President and positions reporting directly to the CSULB President shall be approved by the Vice President for Administration and Finance. The Vice President for Administration and Finance may delegate his approval responsibility to a subordinate, excluding all subordinates that directly report to the President, by submitting written authorization to the Foundation.

Transactions for travel, payroll or direct reimbursement for the Vice President for Administration and Finance shall require approval from the President of CSULB or his designee, excluding all subordinates that directly report to the Vice President for Administration and Finance.

Procedures for Completing Signature Authorization Agreement

Policy # 12-030.1

Please read all printed material on this form, as this is a contract between the Project Director and the CSULB Foundation.

Please type or print clearly the Project Director's full name, official title, and the date. Project Title and Project Number should be applied when applicable.

The Project Director must list designated employee(s) names on the space provided. Their names must also be typed or printed in the space provided. The Project Director should list the project numbers and project names that the designated employees are authorized to sign on. There is a supplemental copy of the Signature Authorization Agreement called an Auxiliary Signature Authorization Agreement. This form is used for designated employees authorized to sign on many different projects. The Project Director may use as many agreements as necessary to authorize as many employees as are needed. If more than one agreement form is used, the Project Director need only sign the first page and number and initial the following pages. The total number of pages used for the entire agreement must be stated on all the pages in the boxes provided.

It is the Project Director's responsibility to notify the Foundation of any changes to the Signature Authorization Agreement. If an authorized signer leaves the employment of the CSULB Foundation or the University, the Project Director should immediately notify, in writing, the Internal Manager of those accounts which are affected. A new Signature Authorization Agreement can then be completed for the new employee filling the vacant position.
Appendix A

Signature Authorization Agreement