

Policy 102

Delegation of Signature Authority

Section: 100 – General Administration
Responsible Executive: Executive Director
Responsible Department: Executive Office
First Effective Date: February 2, 2001
Last Reviewed: March 2018
Next Scheduled Review: June 2021

1.0 PURPOSE

- 1.1. To provide guidance on signature authority for documents and transactions necessary in the course of operations of the CPC and for which signature authority may be designated and by whom.

2.0 BACKGROUND

- 2.1. CPC is engaged in diverse transactions that require prudent control over the authorization to execute documents that obligate the CPC, or that otherwise confirm transactions.

3.0 POLICY

- 3.1. Executive Director Authority. The Executive Director is authorized to sign documents required for operations of the CPC, except as have been reserved in other policies by the Board for its approval prior to execution.
- 3.2. Delegations of authority. For practical purposes, the Executive Director may delegate and limit the signature authority for persons reporting to the Executive Director through management guidelines issued and maintained by the Executive Director's office. Signature authority will also be limited and will comply with other policies and guidelines as relevant, particularly the policies related to purchasing, investment and other financial transactions.
 - 3.2.1. The guidelines will provide any delegations of signature authority for, at minimum, the categories of transactions noted herein, and may also delegate signature authority for other types of transactions, as they become known.
 - 3.2.2. These delegations may also allow for designations of authority by authorized individuals to other persons, with any designations provided in writing to the Executive Director.
 - 3.2.3. The Board of Directors may also delegate signature authority for specific types of transactions as required under other Board policies, or as approved by actions of the Board.
 - 3.2.4. The Chair, Vice Chair or Secretary/Treasurer may sign any document or transaction requiring an officer signature, including resolutions of the Board.
- 3.3. Transaction and Documents. CPC operational transactions and documents for which signature authority may be delegated if in writing in guidelines, include, but are not limited to,:
 - 3.3.1. Bank Transactions.
 - 3.3.1.1. Bank and savings account transfers and withdrawals
 - 3.3.1.2. Investment account transfers and withdrawals
 - 3.3.1.3. Letters of credit withdrawals
 - 3.3.1.4. Other investment transactions

3.3.2. Negotiable instruments.

- 3.3.2.1. Commercial checks and automated clearing house (ACH) transactions.
- 3.3.2.2. Payroll checks and ACH transactions.
- 3.3.2.3. Sight drafts.

3.3.3. Contracts.

- 3.3.3.1. Leases
- 3.3.3.2. Licenses
- 3.3.3.3. Memorandums of Understanding
- 3.3.3.4. Contracts with University, or third parties at University's request, or in the course of conducting CPC's ordinary business
- 3.3.3.5. Agreements on behalf of CPC
- 3.3.3.6. Externally sponsored project agreements and awards
- 3.3.3.7. Externally sponsored project proposals approved by University)
- 3.3.3.8. Real property conveyance instruments (to transfer existing trust assets, consistent with trust instrument and board policy)
- 3.3.3.9. Student enterprise agreements

3.3.4. Purchasing and Disbursement transactions.

- 3.3.4.1. Expenditure request/authorization
- 3.3.4.2. Check requests (used when purchase order is not required)
- 3.3.4.3. Purchase agreements
- 3.3.4.4. Confirming requisitions/purchase orders

3.3.5. Purchaser requisitions and purchase agreements by:

- 3.3.5.1. Administration
- 3.3.5.2. Swanton Pacific Ranch
- 3.3.5.3. Aid to Instruction programs
- 3.3.5.4. University Store
- 3.3.5.5. Campus Dining
- 3.3.5.6. Cal Poly Print & Copy
- 3.3.5.7. University Graphic Systems
- 3.3.5.8.
- 3.3.5.9. Restricted Funds
- 3.3.5.10. Sponsored Programs

3.3.6. Other.

- 3.3.6.1. Applications for special programs, conferences or workshops
- 3.3.6.2. Contractor's release
- 3.3.6.3. Federal voucher certifications
- 3.3.6.4. Inventories
- 3.3.6.5. Key authorizations
- 3.3.6.6. Personnel forms
- 3.3.6.7. Surveys of equipment
- 3.3.6.8. Tax returns
- 3.3.6.9. State and Federal filings and applications
- 3.3.6.10. Time keeping forms (paper or electronic) and authorizations
- 3.3.6.11. Travel authorizations

4.0 DEFINITIONS

- 4.1. None.

5.0 PROCEDURES, GUIDELINES AND FORMS

5.1. The Executive Director is authorized to establish, procedures, guidelines and forms consistent with and in implementation of this policy.

6.0 COMPLIANCE

6.1. All CPC units, departments and personnel and must comply with this policy.

7.0 REFERENCES AND RELATED POLICY

7.1. CPC Board policies

7.2. Generally Accepted Accounting Principles (*GAAP*)

Technical and administrative change updates

7-25-12 for title and organization structure changes.