

## **CSUDH Foundation Account Holders' Handbook**

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### **SIGNATURE AUTHORIZATION POLICY AND PROCEDURES**

#### **Statement of Policy**

The California State University, Dominguez Hills (CSUDH) Foundation acting as Sponsored Programs Administrator for all externally funded grants, contracts, and special projects is required under Executive Order 890 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 grants and contracts, sponsored programs and campus programs maintained by the Foundation.

#### **Authorized Account Signers**

The Principal Investigator/Project Director is designated as the primary signer on a Foundation account. The PI/PD has the **option** to authorize designated employees to sign for expenditures on his/her behalf. The PI/PD will be responsible for transactions made by designated signatories. Authorization of a designee by the PI/PD will be done in writing on the Foundations Signature Authorization Agreement Form.

All PI/PD are responsible for ensuring that only appropriate and allowable expenditures are charged to their projects, grants and contracts. All such transactions shall be in compliance with Foundation Fiscal Policies, the mission of the University and Sponsoring agency guidelines, policies and procedures

The PI/PD initiates all transactions on campus programs, grants and contracts, scholarship and endowment projects. Reimbursement for personal expenditures by the PI/PD will be approved in accordance with the University and the Foundation "one up" rule. Transactions for travel, payroll or direct reimbursement made payable to the PI/PD are approved by the Dean or Dean's Designee.

**Failure to submit a fully accomplished Signature Authorization Agreement will be valid grounds to hold all expenses submitted by the PI/PD for reimbursement.** The Form is sent to the PI/PD along with a memorandum informing the PI/PD that an account has been established, and a rolodex card for signatures.

## **Procedures for Completing Signature Authorization Agreement**

Please read all printed material on this form, as this is a contract between the PI/PD and the CSUDH Foundation.

Please type or print clearly the PI/PD's full name, official title and the date. Project Title and Project Number should be included.

The Project Director must list designated employee name(s) on the space provided along with the PI/PD's name and the name of the Dean, typed and printed on the space provided.

**It is the PI/PD's responsibility to notify the Foundation of any changes to the Signature Authorization.** If there is a change of account director or approved account signers, a memorandum must be directed to the Foundation stating the changes and a new signature card completed. If the change is a change in account director, the memorandum must be signed by the outgoing account director, or the person to whom the outgoing director reported. A new Signature Authorization Agreement can then be completed for the new employee filling the vacant position.

This policy revised the Account Director and Approved Account Signers Policy under 3.1 (11/90) of the CSUDH Foundation Account Holders' Handbook.

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