



ADMINISTRATIVE MANUAL

A.S.I. SIGNATURE AUTHORIZATION

POLICY 225

PROCEDURES:

A. A.S.I. SIGNATORY AUTHORITY

NOTE: The University's designated signatories¹ may sign as Executive Director in the absence of the Executive Director² on all the listed categories of A.S.I. transactions below.

¹University Designated Signatories

~~Vice President of Student Affairs~~~~Dean of Students~~
~~Assistant Senior Associate~~ Vice President for ~~Student Affairs/Student~~
~~Services~~Enrollment Management

²A.S.I. Designated Signatories

Executive Director
Director of Programs and Leadership
General Office Manager

On automated payroll checks a facsimile signature is used for the Executive Director, A.S.I. In the absence of the Executive Director the Director of Programs and Leadership or Office Manager may sign a timesheet or an ETR adjustment with the co-signature of ~~Assistant VP for Student Affairs/Student~~
~~Services~~the Dean of Students or Senior Associate VP for Enrollment
Management.

B. Requests for Payment or Purchase Order (RPP) (see policy 210 for detailed procedures) RPP's require the signature of the following key personnel:

- a. The A.S.I. President or ~~Vice President for Student Affairs~~Dean of Students or designee in the following cases:
 - i. All travel, regardless of the amount.



- ii. All expenditures up to \$5,000.00 including any equipment purchase or lease over \$5,000.00.
- b. The A.S.I. Executive Director. In the absence of the Executive Director the Director of Programs and Leadership or the Office Manager of Administration and Services may serve as a second signatures for:
 - i. All expenditures up to \$5,000-\$10,000 including any equipment purchase or lease over \$5,000-\$10,000.
 - ii. In the absence of the Executive Director, Director of Programs and Leadership and the Office Manager of Administration and Services the Dean of Students or designee Assistant VP for Student Affairs/Student Services will serve as the required second signature.
 - iii. The Dean of Students Vice President for Student Affairs or Designee for the University in the following cases:
 - 1. Payroll for Associated Students, Inc.
 - 2. All expenditures over \$5,000.00 including any equipment purchase or lease over \$5,000.00.
 - 3. All Grant-in-Aid payments.
- c. The A.S.I. Vice President for Finance in the following cases:
 - i. All payments related to student organization funding approved via award letter approval.
 - ii. All payments for review by the A.S.I. President in her/his absence.
- d. After all signatures have been obtained, copies of the RPP and all supporting documentation must be made, and placed on file in the A.S.I. Administrative Office.
- e. Purchase Requisitions: The Executive Director or designee can sign a Purchase Requisition to request a purchase order.
- f. Purchase Order Signatures: The Executive Director or designee signs Purchase orders under \$10,000.00. Purchase orders \$10,000 or more are signed by Executive Director or designee and by the University's designated signatories.

The ranking of student signatures for RPP review shall be:

- A.S.I. President
- Vice President for Administration
- Vice President for Academic Governance
- Vice President for Finance
- Vice President for External Affairs and Advancement
- Secretary Treasurer



Performance Agreements: Are co-signed by the Executive Director, designee, Director of Programs and Leadership, Program Coordinator, or Office Manager.

- a. Standard Agreements: Are signed by the Executive Director or designee. In the absence of the Executive Director she/he must be consulted for verbal approval prior to signature on any agreements.
- ~~a.~~
- b. Travel, Personnel, and Payroll Documents: Are signed by the Executive Director or designee.
- c. All documents (travel requests, check requests for reimbursements, etc.) issued to the Executive Director: Are signed only by the University's designated signatories.
- d. Budget Adjustments between line items, up to 10% within a budget area: Are co-signed by the Executive Director, A.S.I. President, and A.S.I. Vice President for Finance after consultation with the A.S.I. Finance Committee.
—Budget line item adjustments exceeding 10% can only be made for the reason that there are budget line savings/program cancellations or discontinuations. These 10% plus adjustments must be heard by the Finance Committee for approval and forwarded to the Board of Directors for approval with a majority vote.
- 1.

C. UNIT EXPENDITURE

- 1. Area Authorized Signatory
 - a. All expenditure requests from the respective operating area accounts and all other transactions creating financial obligations to A.S.I. are to be signed by the Executive Director or designee.
- 2. Area Processing Procedures
 - a. Processing of Check Requisitions and Purchase Requisitions
 - 1. All financial transactions for A.S.I. shall be processed in accordance with the above referenced authorizations.
 - 2. Pertinent information and support documents will be provided with requisitions as per A.S.I. fiscal policy.
 - b. Check Processing



Checks are picked up by A.S.I. from the University Business Financial Services Office (BFS) upon availability

1. University will retain all original support documentation for filing in A.S.I.'s files in University Business Financial Services.
2. Checks of \$15,000 or more require two signatures – one A.S.I. and one University. In such instances, the Executive Director's or Office Manager's signature will be obtained first, after which A.S.I. Business Office personnel will deliver the check to one of the University's designated signatories for second signature.
3. Checks will be issued and/or mailed by A.S.I.'s Business Office. Check issuance information will be recorded on A.S.I.'s copy of the Check Requisition.

c. Invoice Processing

University Accounts Receivable will issue invoices on behalf of A.S.I.

d. Purchase Orders

1. Purchase Order numbers will be prepared by the University upon submission of a properly completed and approved Purchase Requisition from the A.S.I. Business Office. The purchase order number will be typed and ready for issuance within three (3) business days.

Purchase order confirmations will be issued/ mailed by A.S.I. Business Office.

2. Request Verbal Purchase Order Number(s) - Not available.

