



Administrative Procedure

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Page:	1 of 2

Subject: DELEGATION OF SIGNATURE AUTHORITY

1.0. PURPOSE:

To establish the procedures for issuing delegation of signature authority pursuant to government regulations, The California State University Board of Trustees, and Executive Orders.

2.0. ORGANIZATIONS AFFECTED:

All organizational units of the University, including auxiliary organizations.

3.0. REFERENCES:

- 3.1. State of California statutory and administrative codes.
- 3.2. Executive Orders of the Chancellor of The California State University.
- 3.3. Applicable resolutions of the Board of Trustees.
- 3.4. Office of the Chancellor coded memoranda.

4.0. POLICY:

State of California and The California State University (CSU) policy will be implemented on campus through the use of the delegation of signature authority system. Executive Officers receiving a State of California or CSU directive may delegate signature authority, as appropriate, according to these procedures.

5.0. DEFINITIONS:

- 5.1. Executive Officer - Refers to the President of the University and the Vice Presidents.

6.0. RESPONSIBILITIES:

- 6.1. The President will delegate University signature responsibilities to the Vice Presidents or other appropriate officers.

Approved:

Date:

6.2. The Vice Presidents will subdelegate signature responsibilities as appropriate.

6.3. The Office of the Vice President for Administration and Chief Financial Officer will:

6.3.1. Act as the office of record for delegations of signature authority.

6.3.2. Generate signature delegation forms for the signature of Executive Officers pursuant to State, CSU or campus directives; at the time a delegation expires; or at the time of staff changes.

6.3.3. Maintain the files pertaining to signature delegations.

6.3.4. Review CSU and State directives and recommend appropriate delegations of signature authority when requested to do so by Executive Officers.

7.0. PROCEDURES:

7.1. Upon receipt of a State or CSU directive, the Office of the Vice President for Administration and Chief Financial Officer will generate, for Executive Officer review, the delegation of signature authority.

7.2. Upon receipt of Executive Officer signature, the Office of the Vice President for Administration and Chief Financial Officer will file the approved signature delegation.

7.3. Signature delegations with expiration dates will be reviewed and renewed in advance of the expiration date.

7.4. Signature delegations will be revised, whenever possible, to coincide with the date of staff separation following appropriate consultation.

8.0. APPENDICES:

N/A