

CAL POLY POMONA FOUNDATION, INC.

POLICIES AND PROCEDURES

SUBJECT:	Minimum Authorized Signatures	Policy No.	122
		Date:	06/04/02
Reference:	308-II-A, 324-III-B, 329-III-C, 332-III-H 342-III-B, 344-III-J, 347-III-E	Revision:	02/16/06; 02/22/07 9/27/07; 5/29/08, 2/16/10, 09/28/10, 05/24/11

PURPOSE:

To designate the minimum authorized signatures on documents for Foundation transactions.

BACKGROUND:

- A. The Foundation is engaged in diverse transactions which require prudent control over the authorization to execute documents which obligate the Foundation or which otherwise confirm transactions.

This statement lists the document types and one of the corresponding signatories required thereon to authorize the transaction associated with each type of document except as noted.

POLICY:

The following is a description of documents and corresponding authorized signatures which require at least the authorization of the Executive Director or the Senior Managing Director/Chief Financial Officer for those transactions greater than \$200,000., except as otherwise stated in the following sections.

Transaction Type/Document

Authorization

ACCOUNT TRANSACTIONS:

Bank Account Transfers

Executive Director, Senior Managing Director/Chief Financial Officer, Financial Systems Manager, Director of Enterprise Accounting, Manager of Grants and Contracts

Letter Of Credit Transactions

Executive Director, Senior Managing Director/Chief Financial Officer, Director of Enterprise Accounting, Manager of Grants and Contracts

CONTRACTUAL DOCUMENTS:

Agreements, Leases, MOU's and Licenses	Executive Director, Senior Managing Director/Chief Financial Officer, Chair, Vice Chair, Secretary-Treasurer, Director of Enterprise Accounting, Director of Employment Services
Externally Sponsored Project Agreements and Awards	Executive Director, Senior Managing Director/Chief Financial Officer, Chair, Vice Chair, Secretary-Treasurer, Director of Enterprise Accounting, Director of Employment Services
Externally Sponsored Project Proposals	Executive Director, Senior Managing Director/Chief Financial Officer, Chair, Vice Chair, Secretary-Treasurer, Director of Enterprise Accounting, Director of Employment Services

EXPENDITURE REQUEST/AUTHORIZATION:

Disbursement Voucher/Interdepartmental Transfers	Executive Director, Senior Managing Director/Chief Financial Officer, General Business Manager, Manager of Grants and Contracts or their designee, Director of Enterprise Accounting and Account Authorized Signers (Restricted campus programs and scholarship programs require two signatures from the authorized signers or supervisor or their designee for amounts in excess of \$3,000)
Purchase Orders	Executive Director, Senior Managing Director/Chief Financial Officer, General Business Manager, Manager of Grants and Contracts or their designee and Director of Enterprise Accounting

NEGOTIABLE INSTRUMENTS:

Commercial Checks/Electronic Transfers (i.e., wires, automatic Clearing house)

Executive Director, Senior Managing Director/Chief Financial Officer, Director of Employment Services, Director of Dining Services, Director of Enterprise Accounting, Chair, Vice Chair, Secretary-Treasurer (Two signatures required for all checks of \$10,000 or more.)

Payroll Checks

Executive Director, Senior Managing Director/Chief Financial Officer, Director of Employment Services, Director of Dining Services, Director of Enterprise Accounting, Chair, Vice Chair, Secretary-Treasurer. (Two signatures required for all checks of \$10,000 or more.)

OTHER:

Applications for Foundation Sponsored Agreements

Executive Director, Senior Managing Director/Chief Financial Officer, Chair, Vice Chair, Secretary-Treasurer, Director of Enterprise Accounting, Director of Employment Services

Foundation Program / Scholarship Agreements

Executive Director, Senior Managing Director/Chief Financial Officer, University Chief Financial Officer, Dean or Vice President (3 Signatures)

Certifications and Assurances Relating to Sponsored Project Proposals	Executive Director, Senior Managing Director/Chief Financial Officer, Chair, Vice Chair, Secretary-Treasurer, Director of Enterprise Accounting, Director of Employment Services
Federal Voucher Certifications	Executive Director, Senior Managing Director/Chief Financial Officer, Manager of, Grants and Contracts
Financial Reports to Granting Agencies	Executive Director, Senior Managing Director/Chief Financial Officer, Manager of Grants and Contracts
Personnel Forms	Executive Director, Senior Managing Director/Chief Financial Officer, Director of Employment Services, Manager of Grants and Contracts, or their designee, Authorized Account Signers (2 Signatures)
Real Property Conveyance Instruments	Chair, Executive Director, Senior Managing Director/Chief Financial Officer
Tax Returns	Executive Director, Senior Managing Director/Chief Financial Officer, Chair, Vice Chair, Secretary-Treasurer (2 Signatures)
Time Cards	Employee and Authorized Account Signer or their designee (2 Signatures)
Travel Authorization	Executive Director, Senior Managing Director/Chief Financial Officer, Manager of Grants and Contracts, General Business Manager or their designee, and Account Authorized Signers (2 Signatures)
Journal Entries	Signatures by the approver and preparer are required for each journal entry transaction. The approver shall be one of the following: The Executive Director, Senior Managing Director/Chief Financial Officer, General Business Manager, Manager of Grants and Contracts, Associate Director Employment Services, Director of Enterprise Accounting, Financial Systems Manager or their designee.