

**CAL POLY POMONA FOUNDATION, INC.**

**POLICIES AND PROCEDURES**

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<b>SUBJECT:</b>	<b>Minimum Authorized Signatures</b>	<b>Policy No.</b>	<b>122</b>
<b>Reference:</b>	<b>308-II-A, 324-III-B, 329-III-C, 332-III-H, 335-3-C-2</b>	<b>Date:</b>	<b>06/04/02</b>
		<b>Revision:</b>	<b>02/16/06; 02/22/07 9/27/07; 05/29/08</b>

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**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, General Financial Manager, Manager of Grants and Contracts

Letter Of Credit Transactions

Executive Director, Senior Managing Director/Chief Financial Officer, General Financial Manager, 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
Externally Sponsored Project Agreements and Awards	Executive Director, Senior Managing Director/Chief Financial Officer, Chair, Vice Chair, Secretary-Treasurer.
Externally Sponsored Project Proposals	Executive Director, Senior Managing Director/Chief Financial Officer.

**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, 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

**NEGOTIABLE INSTRUMENTS:**

Commercial Checks/Electronic Transfers (i.e., wires, automatic Clearing house)	Executive Director, Senior Managing Director/Chief Financial Officer, Director of Human Resources, Managing Director/Director of Bronco Bookstore, Managing Director/Director of Kellogg West Conference Center & Lodge, Chair, Vice Chair, Secretary-Treasurer (Two signatures required for all checks over \$5,000)
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Payroll Checks Executive Director, Senior Managing Director/Chief Financial Officer, Director of Human Resources, Managing Director/Director of Bronco Bookstore, Managing Director/Director of Kellogg West Conference Center & Lodge, Chair, Vice Chair, Secretary-Treasurer. (Two signatures required for all checks over \$5,000)

AFLAC Payment Requests Payroll Manager, Payroll Lead Specialist, Payroll Specialists Two signatures required for all checks over \$5,000)

**OTHER:**

Applications for Foundation Sponsored Agreements Executive Director, Senior Managing Director/Chief Financial Officer, Chair, Vice Chair, Secretary-Treasurer.

Campus Program Agreements 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

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 Human Resources, 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, Payroll Manager, General Financial Manager, Financial Systems Manager or their designee.