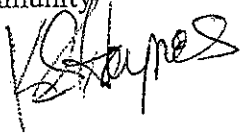




## MEMORANDUM

DATE: November 17, 2004

TO: The Campus Community

FROM: Karen S. Haynes   
President

SUBJECT: Signature Authority Required to Commit University Resources

Because of legal and financial responsibilities, the authority to commit the resources of or otherwise obligate the university contractually is restricted to the President. Trustee policy and applicable Executive Orders allow me to delegate this authority in order to ensure the smooth functioning of the campus. Therefore, I delegate signature authority to the Chief Financial Officer and Vice President, Finance and Administrative Services, the Associate Vice President, Finance and Administrative Services, and the Director of Procurement & Support Services. This authority extends to contracts, memorandums of understanding, agreements for use/rental of off-site facilities, and any other form used to obligate CSUSM's resources, financial or otherwise.

As stated in the past, several contracts have been executed by unauthorized members of our campus community. Please be advised that anyone not authorized to sign for the University, who signs a document obligating CSUSM, may be held personally liable for the committed resources and any liability that arises from this commitment.

If you have any questions regarding this delegation of authority to sign documents on behalf of the University, please contact the Director of Procurement & Support Services at ext. 4443.

Thank you for your attention to this matter.

KSH/er

cc: Chief Financial Officer and Vice President, Finance and Administrative Services  
Associate Vice President, Finance and Administrative Services  
Director, Procurement & Support Services