

POLICY: Authorized Signatures

EFFECTIVE DATE: October 18, 2018

REVISED DATE: September 9, 2024

PURPOSE

To designate the minimum authorized signatures on documents for Associated Students, Inc. at California State University San Marcos transactions.

POLICIES AND PROCEDURES

This policy lists the document types and corresponding signatures required to authorize the transaction associated with each type of document.

Document Types	Position
1. Contractual Documents	ASI Requestor and ASI Associate Executive Director or ASI Executive Director
2. MOU's	ASI President and ASI Executive Director
3. Requisition for Funds	ASI Vice President of Finance and ASI Executive Director
4. Expenditure Request Form	Individual to be reimbursed, supervisor, ASI Executive Director, ASI Vice President of Finance & Operations, and ASI Business Services Analyst
5. Journal Entries	CSUSM Auxiliary Accountant
6. Purchase Orders	ASI Executive Director
7. Banking Transactions: Opening/Closing Bank Accounts *Two signatures required on opening and closing transactions.	ASI Executive Director and CSUSM AVP for BFS and CSUSM Auxiliary Accounting Manager and CSUSM Controller
8. Checks greater than \$15,000 required two signatures	ASI Executive Director and CSUSM VPFA and CSUSM AVP for BFS and CSUSM Auxiliary Accounting Manager and CSUSM Controller
9. Key Authorizations	Supervisor or ASI Executive Director
10. Financial Statements and Tax Returns	ASI Executive Director

11. Timesheets	ASI Employee and ASI Supervisor
12. Employment Authorization Forms	ASI Supervisor and ASI Executive Director
13. Employee Separation Notice	ASI Supervisor and ASI Executive Director
14. Travel Authorization	Traveler / Supervisor ASI Executive Director for in state CSUSM VP Student Affairs for out of state CSUSM President for international travel
15. Miscellaneous Corporate Documents	ASI Executive Director