



POLICY:	AUTHORIZED SIGNATURES
EFFECTIVE DATE:	October 18, 2018
APPROVAL DATE:	October 18, 2018

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	Requestor Assistant Director Executive Director
2. MOU's	ASI President Executive Director
3. Requisition for Funds	ASI Executive Vice President Executive Director
4. Expenditure Request Form	Individual to be reimbursed and supervisor Business Services Analyst
5. Journal Entries	CSUSM Auxiliary Accountant
6. Purchase Orders	Executive Director
7. Banking Transactions: Opening/Closing Bank Accounts *Two signatures required on opening and closing transactions.	Executive Director CSUSM AVP for BFS Auxiliary Accounting Manager CSUSM Controller
8. Checks greater than \$15,000 required two signatures	Executive Director CSUSM VPFA CSUSM AVP for BFS Auxiliary Accounting Manager CSUSM Controller
9. Key Authorizations	Supervisor or Executive Director
10. Financial Statements and Tax Returns	Executive Director
11. Timesheets	Employee and Supervisor
12. Employment Authorization Forms	Supervisor and Executive Director
13. Employee Separation Notice	Supervisor and Executive Director

14. Travel Authorization	Traveler / Supervisor Executive Director for in state CSUSM VP Student Affairs for out of state CSUSM President for international travel
15. Miscellaneous Corporate Documents	Executive Director