California State University
SAN MARCOS

CSUSM Corporation

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Name Change Revision Date: 7/1/17
Exhibit Change: 5/27/21; 9/14/22; 2/23/23
Approved by: Board of Directors 9/14/17; 11/29/18; 2/23/23

DELEGATION OF AUTHORITY POLICY

PURPOSE:

To provide guidance on signature authority for documents and transactions necessary in the course of operations of the California State University San Marcos Corporation (CSUSM Corporation) and for which signature authority may be designated and by whom.
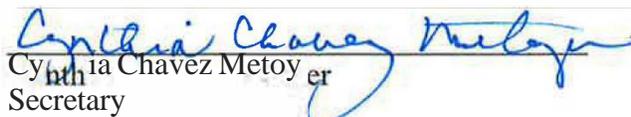
SCOPE:

The CSUSM Corporation is engaged in a variety of transactions that require prudent control over the authorization to execute documents that obligate the Corporation, or which otherwise confirm financial or contractual transactions.

POLICY:

I.   The Executive Director is authorized to sign documents required for operations of the CSUSM Corporation, except as have been reserved in other policies by the Board for its approval prior to execution.

II. The Executive Director is authorized to establish written management guidelines consistent with and in implementation of this policy statement, including delegation of authority granted through this policy. Signature Authority will also be limited and will comply with other policies and guidelines as relevant, particularly the policies related to purchasing, investment, and other financial transactions.

   a. The guidelines will provide any delegations of signature authority for, at minimum, the categories of transactions attached (Exhibit A) herein and may also delegate signature authority for other types of transactions, as they become known.

   b. These delegations may also allow for designations of authority by authorized individuals to other persons, with any designations provided in writing and approved by the Executive Director.

   c. The Board of Directors may also delegate signature authority for specific types of transactions as required under other Board policies, or as approved by actions of the Board.

   d. The Chair, Vice Chair or Secretary/Treasurer may sign any document or transaction requiring an officer signature, including resolutions of the Board.

Those with delegated authority may re-delegate in writing to officers, employees, or agents of the CSUSM Corporation, with approval of the Executive Director or designee.

The undersigned Secretary hereby certifies that the foregoing is a full, true, and correct copy of the policy of the Board of Directors of the CSUSM Corporation duly made at a regular Board meeting on date below.

Cynthia Chavez Metoyer
Secretary

Date 12/14/18

Banking Administration

Open or Close Bank Accounts	Executive Director
With E.D. or Designee prior approval	Assoc. Executive Director, Finance & Business Operations
Dual approval required on all account Open or Close activity	CSUSM University Controller
	CSUSM Manager, Auxiliary Financial Operations
	CSUSM AVP Business & Financial Services

Banking and Investment Transactions

Transfer between Bank Accounts	Executive Director
Wire Transfers, Withdraw Requests	Assoc. Executive Director, Finance & Business Operations
With E.D. or Designee prior approval	CSUSM University Controller
Dual approval required on all Transfer/Withdrawals	CSUSM Manager, Auxiliary Financial Operations
	CSUSM AVP Business & Financial Services

Disbursements & Other Negotiable Instruments & Transaction

Commercial check, sight drafts, other negotiable instruments	Executive Director
Two signatures required on checks over $50,000	Assoc. Executive Director, Finance & Business Operations
	CSUSM Manager, Auxiliary Financial Operations
	CSUSM University Controller
	CSUSM VP Finance & Administrative Services & CFO (electronic)
	CSUSM AVP Business & Financial Services

Procurement & Contractual Documents

Agreements or contracts, including property conveyances,	Executive Director
service agreements, leases, MOU's with campus, licenses	Assoc. Executive Director, Finance & Business Operations

Real Property Lease

	Corporate Officers
	Executive Director

Requisitions for Services & Purchases

	Individuals with Expense account Authorization per Fiscal Authority

Fixed Asset Inventories & Asset Disposal

	Executive Director
	Assoc. Executive Director, Administration

Tax Returns

	Executive Director
	Assoc. Executive Director, Finance & Business Operations
	CSUSM VP Finance & Administrative Services and CFO

Human Resource Documents

Legal Documents (Appointment letters, Separation Documents, etc.)	Executive Director
	Assoc. Executive Director, Human Resources and Payroll

Manual Payroll Checks

Two signatures required on payroll checks over $5,000	Executive Director
	Assoc. Executive Director, Finance & Business Operations
	Assoc. Executive Director, Administration
	Sponsored Projects Manager
	CSUSM Manager, Auxiliary Financial Operations

Project Agreements (Campus Programs)

CSUSM Corporation Project Agreements related to Campus Program	Executive Director
activities administered by CSUSM Corporation	Assoc. Executive Director, Finance & Business Operations
VP FAS signature required for external funding ONLY - New Project Agreements	CSUSM VP Finance & Administrative Services and CFO

Sponsored Projects (Grants & Contracts)

Project Agreements	Executive Director
Contractual Documents	Assoc. Executive Director, Administration
Procurement Documents	Assoc. Executive Director, Finance & Business Operations
Financial Documents	
Expenditures	
Board Resolutions for Proposals	Executive Director, Board Of Directors Secretary

Signature: *Will Marchese*

Will Marchese, Executive Director

Date: 03/01/2023

All activity must be in accordance with CSUSM Corporation Policy. Revised and approved by the CSUSM Corp. Board of Directors at 11/29/18 meeting.

Update titles 11/14/18. Revised and approved by the CSUSM Corp BoD at 5/27/21 meeting.

Job title updates reported to the Finance and Operations Committee on 9/14/22.