



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

12/14/18
Date

**CSUSM CORPORATION
DELEGATION OF AUTHORITY
DOCUMENT TYPES AND AUTHORIZED SIGNATORIES**

**Exhibit A
Revised: 11/14/18**

<u>Banking and Investment Transactions</u>	
Open or Close Bank Accounts <i>With E.D. or Designee prior approval Dual approval required on all account Open or Close activity</i>	Executive Director Finance Manager CSUSM University Controller CSUSM Manager, Auxiliary Financial Operations
<u>Banking and Investment Transactions</u>	
Transfers Between Bank Accounts Wire Transfers, Withdraw Requests <i>With E.D. or Designee prior approval Dual approval required on all Transfers/Withdrawals</i>	Executive Director Finance Manager CSUSM University Controller CSUSM Manager, Auxiliary Financial Operations
<u>Banking and Investment Transactions</u>	
Deposits	Executive Director Finance Manager
<u>Disbursements & Other Negotiable Instruments & Transactions</u>	
Commercial checks, sight drafts, other negotiable instruments <i>Two signatures required on checks over \$50,000</i>	Executive Director Finance Manager CSUSM Manager, Auxiliary Financial Operations CSUSM University Controller VP, Finance and Administrative Services (electronic)
<u>Procurement & Contractual Documents</u>	
Agreements or contracts, including property conveyances, service agreements, leases, MOU's with campus, licenses	Executive Director Director, Commercial Services & Property Development Finance Manager Director, Sponsored Projects
<u>Real Property Leases</u>	
	Corporate Officers Executive Director
<u>Requisitions for Services & Purchases</u>	
	<u>Individuals with Expense Account Authorizat on per Fiscal Authority</u>
<u>Fixed Asset Inventories & Asset Disposal</u>	
	Executive Director Director, Commercial Services & Property Development Director, Sponsored Projects
<u>Tax Returns</u>	
	Executive Director Finance Manager VP, Finance and Administrative Services
<u>Human Resource Documents</u>	
	Executive Director Director, Human Resources and Payroll Services
<u>Manual Payroll Checks</u>	
<i>Two signatures required on payroll checks over \$5,000</i>	Executive Director Finance Manager Director, Sponsored Projects CSUSM Manager, Auxiliary Financial Operations
<u>Campus Programs</u>	
CSUSM Corporation Project Agreements related to Campus Program activities administered by CSUSM Corporation	Executive Director Director, Commercial Services & Property Development Finance Manager
<u>Sponsored Projects (Grants & Contracts)</u>	
CSUSM Corporation Project Agreements Contractual Documents Procurement Documents Financial Documents Expenditures	Executive Director Director, Sponsored Projects Finance Manager

Signature: 
Bella Newberg, Executive Director

Date: 12-17-18