

PROCEDURE TITLE:	SIGNATURE AUTHORIZATION
PROCEDURE NO:	5.27:1
RELATED POLICY:	5.27REV
PAGE NO:	1 of 6
RESPONSIBLE OFFICE(S):	PRESIDENT AND VICE PRESIDENTS
EFFECTIVE DATE:	3/11/11
NEXT REVIEW DATE:	3/11/12
APPROVED BY:	PRESIDENT

1.0 AUTHORITY:

Policy 5.27(Rev.) extends signature authority to the President by the Shawnee State University Board of Trustees. The President has sub-delegated portions of that authority to Officers of the University (Provost/Vice Presidents). These Officers may further sub-delegate that authority by following the sub-delegation process outlined in this Procedure.

2.0 PURPOSE:

This procedure is intended to provide direction and a means to respond to financial matters and to permit an authorized Officer – with delegated authority - to do any and all things prudent and necessary in the administration of the financial affairs of Shawnee State University.

3.0 DEFINITION:

For purposes of this procedure, contracts are defined as a written agreement between two parties intended to have a legally binding effect, including memoranda of understanding and letters of understanding, in one of the following forms:

- 3.1 Documents signed by Shawnee State University and another party
- 3.2 Offers signed by Shawnee State University
- 3.3 Standard pre-approved Shawnee State University forms to be signed by others
- 3.4 Contract forms promulgated by others to be signed by Shawnee State University

4.0 PROCEDURES – FINANCIAL AFFAIRS

4.1 The Vice President for Finance and Administration is delegated the authority to sign:

- 4.1.1 All contracts except those reserved to the President or to the Board of Trustees.

- 4.1.2 All endorsements of warrants, letters of credit and other negotiable instruments, to issue checks and initiate and/or approve wire transfer of funds in the name of the University.
- 4.1.3 Sub-delegation of authority noted in 4.1.2 is extended to the Associate VP for Finance and Administration, Controller, Accounting Supervisor.
- 4.1.4 All contracts for the purchase of goods and services, including new and renewal licenses (other than professional service contracts related to theatrical and entertainment, architectural services, external auditing services, debt financing, investment management and construction contracts as designated in other sections herein).
- 4.1.5 Sub-delegation of authority to sign contracts for goods and services is extended to Director of Procurement, Associate VP for Finance and Administration.

5.0 Bank Accounts/Investment Accounts

- 5.1 University financial signature authorizations are established for the following accounts:
 - 5.1.1 Main University Checking Account
 - 5.1.2 EFT Student Loan Deposit Account (requires two signatures)
 - 5.1.3 University Small Student Emergency Loan Checking Account
 - 5.1.4 Star Ohio Investment Account
 - 5.1.5 Investment Management Accounts
- 5.2 University officers with signature authority for above accounts:
 - 5.2.1 President
 - 5.2.2 Vice President for Finance and Administration
 - 5.2.3 Associate Vice President for Finance and Administration

5.2.3.1 Sub-delegations are extended for the appropriate accounts to
Controller and Bursar

6.0 Research and Other Sponsored Projects

6.1 The Vice President for Finance and Administration has authority to sign contracts and grant documents requiring approval for sponsored projects and applications for research grants and other sponsored projects requiring a financial obligation on the part of the University.

6.1.1 Sub-delegation is extended to Associate VP for Finance and Administration

6.2 The Provost has authority to sign proposals for sponsored projects and research contracts not involving the receipt or expenditure of funds or otherwise incurring direct financial obligations and not covered by other sections.

6.2.1 Sub-delegation is extended to Associate Provost, Deans

6.2.2 The Officer of Academic Grants/Assistant to the Provost has been authorized to sign on behalf of the President for designated grant proposals.

7.0 Theatrical and Entertainment Contracts

7.1 The Vice President for Finance and Administration has authority to sign theatrical and entertainment contracts including those occurring in the Vern Riffe Center for the Arts and Rhodes Activity Center

7.1.1 Sub-delegation is extended to Associate VP for Finance and Administration.

8.0 Construction contracts, real estate and professional services

8.1 The Vice President for Finance and Administration has authority to sign:

8.1.1 All locally administered construction contracts with external contractors and professional services, external auditing services, debt financing, and investment management up to a value of \$100,000.

8.1.2 Sub-delegation is extended to Director of Facilities, Planning, and Construction.

8.2.1 Short and long term real estate leases, residential housing management agreements, and purchase of property up to value of \$100,000. President signs above \$100,000.

8.2.2 Sub-delegation is extended to Director of Facilities, Planning, and Construction for purchases of property up to a value of \$100,000.

9.0 Contracts Affecting Students and Non-credit Workshops/Programs

9.1 The Vice President for Student Affairs has authority to sign:

9.1.1 Student activity programming and small venue speaker and entertainment contracts up to \$5,000.

9.2 The Provost has authority to sign:

9.2.1 Contracts for speakers for non-credit workshops and other similar academic speaker events on campus up to \$5,000.

9.3 The Vice President for Finance and Administration has authority to sign contracts for all student events/speakers, speakers for non-credit workshops, and other similar events on campus up to \$5,000 in place of the VP for Student Affairs or the Provost and all such contracts above \$5,000.

9.3.1 Sub-delegation is extended to Associate VP for Finance and Administration.

9.4 The Vice President for Finance and Administration has authority to sign:

9.4.1 Applications and proposals to outside funding entities, short term emergency promissory notes to students

9.4.2 Sub-delegation is extended to Associate VP for Finance & Administration and Controller

9.4.3 Housing contracts with students

9.4.4 Sub-delegation is extended to Director of Student Housing

10.0 PROCEDURES – NON-FINANCIAL AFFAIRS

- 10.1 Academic matters and Intellectual Property Assignments
- 10.2 The Provost has authority to sign contracts concerning academic matters not involving the receipt or expenditure of funds. Each Dean has authority to sign memoranda of understanding with cooperating organizations not requiring direct financial obligations. These agreements may cover but are not limited to:
 - 10.2.1 Clinical sites
 - 10.2.2 Internships
 - 10.2.3 Cooperative educational programs
- 10.3 The Vice President for Finance and Administration and the Provost are assigned joint authority to sign agreements assigning intellectual property rights by or to the University.
 - 10.3.1 Sub-delegation is extended to joint signing by Associate Vice President(s) and Associate VP for Finance and Administration
- 10.4 Employment contracts are governed by Board of Trustee policies and applicable collectively bargained agreements.
- 11.0 SUB-DELEGATION PROCESS:
 - 11.1 Assignment of sub-delegations will be reviewed annually by the President and appropriate Vice President(s). Notification of changes shall be distributed immediately but no later than July 1 to appropriate offices.
 - 11.2 The Vice President for Finance and Administration is responsible for the annual review of the sub-delegations by the President and Cabinet and will cause the changes to be timely posted on the web site.
 - 11.3 Each Officer may sub-delegate signature authority to an appropriate position (not individual) as determined by the following steps:
 - 11.3.1 Identify the specific authority being delegated, the period of authority (may be indefinite if no end date), the limitations (duration, dollar threshold, etc.)

11.3.2 Make such sub-delegation in written form and forward to the Vice President for Finance and Administration

12.0 COMPLIANCE:

- 12.1 No University employee may sign (execute) any contract purporting to be on behalf of the University unless delegated signature authority to do so pursuant to policy 5.27(Rev.) and in accordance with this accompanying procedure.
- 12.2 Any employee who violates policy 5.27(Rev) as further defined by this procedure may be held personally liable for any obligations under the contract and is subject to disciplinary action.
- 12.3 No contract signed by a person without delegated signature authority shall be binding on the University.