
AUTHORIZED SIGNATURES ON EXPENDITURE DOCUMENTS
PERTAINING TO STATE, FEDERAL, AND PRIVATE GRANTS

Purpose:

To establish policy for the use of signatory authority for expenditure documents for state, federal, and private grants.

Scope:

Applies to all documents pertaining to state, federal, and private grants to the University.

Responsible Party:

Finance and Administration, 426-1200

POLICY

I. Policy Statement

This policy intends to ensure that the delegation of signatory authority in regards to grant expenditure documents is clearly delineated to facilitate efficiency and understanding in the execution of that authority.

II. Authority and Account Funds

A. Delegation of Authority: the dean of each college or appropriate vice president is responsible for the final authorization, accountability for grants, and all other funds secured in his/her particular college or major area of responsibility. However, the dean may, by written authorization from the Provost and the Vice President for Finance and Administration, delegate authority to a department chairperson or a specific grant project director to assume responsibility for the conduct of the grant or other financial management matters. This delegation in no way absolves the dean or the appropriate vice president of ultimate responsibility for the conduct of the grant.

B. Account Funds: In accepting these awards, the dean and department head ensure an adequate amount of unrestricted or appropriated college or departmental funds will be available to cover any overdrafts that occur in these grant and contract accounts.