

Policy #: 315.0
Original Date: May 30, 2025
Last Reviewed: May 30, 2025
Next Review: *May 30, 2030*

TITLE: DELEGATION OF AUTHORITY POLICY

PURPOSE

This policy provides guidance on signature authority for documents and transactions necessary in the course of operations of the University Enterprises Corporation at CSUSB (UEC) and for which signature authority may be designated and by whom.

SCOPE

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

POLICY

- I. The Executive Director is authorized to sign documents required for operations of UEC.
- 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 (Appendix 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 or Designee.
 - 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, Secretary, or 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 UEC, with approval of the Executive Director or designee.

Approval:

Approved by the UEC Board of Directors on May 30, 2025

APPENDIX A
UNIVERSITY ENTERPRISES CORPORATION
DELEGATION OF AUTHORITY
DOCUMENT TYPES AND AUTHORIZED SIGNATORIES

Banking Administration	
Open or Close Bank Accounts <i>With E.D. or Designee prior approval</i> <i>Dual approval required on all account Open or Close Activity</i>	<u>Executive Director</u> <u>CSUSB VP and CFO, Finance, Technology and Operations</u> <u>CSUSB AVP, Finance and Administrative Services</u> <u>UEC Business Operations Manager</u> <u>CSUSB University Controller</u> <u>CSUSB Associate Controller, Auxiliary Accounting</u>
Banking and Investment Transactions	
Transfer between Bank Accounts Wire Transfers, Withdraw Requests, Short-Term investment transfers <i>With E.D. or Designee prior approval</i>	<u>Executive Director</u> <u>CSUSB VP and CFO, Finance, Technology and Operations</u> <u>CSUSB AVP, Finance and Administrative Services</u> <u>UEC Business Operations Manager</u> <u>CSUSB University Controller</u> <u>CSUSB Associate Controller, Auxiliary Accounting</u>
Disbursements & Other Negotiable Instruments & Transactions	
Disbursement check requests and other negotiable instruments <i>Two signatures required on checks over \$50,000</i>	<u>Executive Director</u> <u>CSUSB VP and CFO, Finance, Technology and Operations</u> <u>CSUSB AVP, Finance and Administrative Services</u> <u>UEC Business Operations Manager</u> <u>CSUSB University Controller</u> <u>CSUSB Associate Controller, Auxiliary Accounting</u>
Procurement & Contractual Documents	
Agreements or contracts, including property conveyances, service agreements, leases, MOU's with campuses, licenses, etc.	<u>Executive Director</u> <u>CSUSB VP and CFO, Finance, Technology and Operations</u> <u>CSUSB AVP, Finance and Administrative Services</u>
Requisitions for Services & Purchases	
	Individuals with Expense account Authorization approved by proper authority
Fixed Asset Inventories & Asset Disposal	
	<u>Executive Director</u> <u>CSUSB VP and CFO, Finance, Technology and Operations</u> <u>CSUSB AVP, Finance and Administrative Services</u>
Tax Returns	
	<u>Executive Director</u>

	<u>CSUSB VP and CFO, Finance, Technology and Operations</u> <u>CSUSB AVP, Finance and Administrative Services</u>
Human Resources Documents	
Legal documents (Appointment letters, Separation Documents, etc.)	<u>Executive Director</u> <u>UEC Human Resources Manager</u>
Manual Payroll Checks	
	<u>Executive Director</u> <u>Business Operations Manager</u> <u>CSUSB VP and CFO, Finance, Technology and Operations</u> <u>CSUSB AVP, Finance and Administrative Services</u>
Project Agreements (Campus Programs)	
UEC project agreements related to Campus Program activities administered by UEC.	<u>Executive Director</u> <u>CSUSB VP and CFO, Finance, Technology and Operations,</u> <u>CSUSB AVP, Finance and Administrative Services</u>
Sponsored Programs (Grants & Contracts)	
Project Agreements Contractual documents, including sponsor and subaward agreements Disbursement & Other Negotiable Instruments & Transactions <i>Two signatures required on checks over \$50,000</i> Procurement Documents Requisitions for Services & Purchases Fixed Asset Inventories & Asset Disposal <i>Note: additional signature authorizations may be authorized in writing with the approval of the Executive Director or Designee.</i>	<u>Executive Director</u> <u>CSUSB VP and CFO, Finance, Technology and Operations</u> <u>CSUSB AVP, Finance and Administrative Services</u> <u>Associate Provost, Academic Research</u> <u>Director, Sponsored Programs Administration</u>