

Policy #: 315.0

Original Date: May 30, 2025 Last Reviewed: May 30, 2025 Next Review: May 30, 2030

TITLE: DELEGATION OF AUTHORITY POLICY

PURPOSE

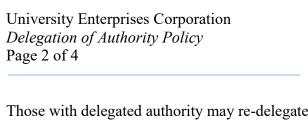
This policy provides guidance on signature authority for documents and transactions necessary in the course of operations of the University Enterprises Corporation at CSUSB (UEC) and for which signature authority may be designated and by whom.

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