



Policy # 31002

VICE-PRESIDENT SIGNATURE AUTHORITY POLICY

Effective Date: August 1, 2016

Reviewed/Revised: April 25, 2023

Responsible Office: University Vice Presidents

Division: Office of the President

I. PURPOSE/OBJECTIVE

This Policy is intended to insure that commitments of Grambling State University (GSU) are properly reviewed and approved by authorized employees. The purpose of this policy is to promote the University's internal control environment through specifying the persons who are authorized to sign on behalf of a Vice-President, the criteria for delegating approval authority, and the limitations on approval authority.

II. STATEMENT OF POLICY

It is the policy of GSU that appropriate internal controls and accepted best practices be utilized when granting signature authority on behalf of a University Vice-President.

III. PROCEDURES FOR IMPLEMENTATION

A. University Vice-Presidents are expected to be the primary reviewer and signatory of all documents in their respective area.

B. Delegation of signature authority must be made via a written memorandum that is signed by the University Vice-President granting the authority. A proper signature delegation memorandum must include the following:

1. Full name and title of individual who holds authority
2. Full name and title of individual receiving authority
3. Statement of source of authority held by individual granting authority
4. Clear and specific limitations of the authority to be granted which must include:
 - i. Time period;
 - ii. Fiscal amount, if applicable;
 - iii. Type of document; and
 - iv. Other limitation.
5. Review and approval by the President
6. Signature of individual who holds authority and is granting authority

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IV. MAINTENANCE OF MASTER LIST OF APPROVAL AUTHORITY

- A. The Office of the President will maintain and make available a master list for each University Vice President, each person under its auspices with approval authority.

- B. At least annually, the Office of the President will require each University Vice President to certify that its master list of approval authority is complete and accurate.

V. RESPONSIBILITY

- A. It is the responsibility of the Vice President to maintain proper control and management of his/her area; the Vice President remains accountable for all actions taken by the delegate.

- B. The Vice President shall manage and maintain appropriate internal controls including separation of duties and monitoring the effectiveness of the controls established.



Office of the President

VICE PRESIDENT SIGNATURE AUTHORITY POLICY FORM

UNIVERSITY DIVISION: _____

VICE PRESIDENT/DELEGATOR: _____

SIGNATURE AUTHORITY DELEGATE: _____

TIME PERIOD: _____ / _____
EFFECTIVE START DATE & END DATE (IF APPLICABLE)

FISCAL AMOUNT (IF APPLICABLE): _____

TYPE OF DOCUMENT(S): _____

OTHER LIMITATIONS: _____

VICE PRESIDENT

DATE

DELEGATE

DATE

PRESIDENT

DATE

FORM MUST BE SUBMITTED AT THE BEGINNING OF EACH FISCAL YEAR