

DELEGATION OF SIGNING AUTHORITY

This policy delegates signing authority by the Board of Regents of Higher Education to the Connecticut State Colleges and Universities executives.

The System Office executives listed below have the authority to sign documents on behalf of the System, and on behalf of the institutions it serves. Executives of each institution listed below have the authority to sign documents on behalf of that institution.

It is expected that all official documents indebteding the respective institutions have been budgeted in the fiscal year in question, or will be accommodated within the approved budget. Any exceptions must be approved by the President of the Connecticut State Colleges & Universities. Any agreements that would structurally change the System must be approved by the Board of Regents.

For each of the System Office, Connecticut State Universities, Connecticut State Colleges, and Charter Oak State College, the following executives have the authority to sign all documents on behalf of his/her organization:

System President and Institution Presidents

System Chief Finance Office and Institution Chief Financial Officers/Chief Administrative Officers

However, if the document in question exceeds \$5M, then two signatures shall be required. Each President has the authority to re-delegate authority within his/her institution. Re-delegations will be specific to the employee's function and in an amount appropriate for the position. Such re-delegation must be documented, signed, and will state a dollar value limitation associated with a position/title, not an incumbent's name. The re-delegation documents should be submitted to the System Chief Financial Officer for maintenance of a master documentation of signature authority.

Official documents include contracts and purchase orders, or other items that are external to the System. This policy does not impact personnel policies, or policies that are internal in nature.

The attached template will be completed by each institution, submitted to the System Chief Financial Officer, and reviewed and, if necessary, updated at the beginning of each fiscal year.

This policy will go into effect upon update of re-delegation materials by each of the institutions or System Office, but no later than November 1, 2016, prior to which the existing policy is in force at the respective location.

Connecticut State Colleges & Universities - (Institution)

8/15/2016

Approval Level	Position	Financial Matters						
		Contracts	Requisitions	Purchase Orders with Contract	Purchase Orders without Contract	Invoices	Checks	Travel Authorizations
1	President	Unlimited but >\$5,000,000 requires CFO also	Unlimited but >\$5,000,000 requires CFO also	Unlimited but >\$5,000,000 requires CFO also	Unlimited but >\$5,000,000 requires CFO also	Unlimited but >\$5,000,000 requires CFO also	≤ \$250,000 > Need Dual Signature	Unlimited
1	Chief Financial Officer	Unlimited but >\$5,000,000 requires President also	Unlimited but >\$5,000,000 requires President also	Unlimited but >\$5,000,000 requires President also	Unlimited but >\$5,000,000 requires President also	Unlimited but >\$5,000,000 requires President also	≤ \$250,000 > Need Dual Signature	Unlimited
1								
1								
2								
2								
3								
3								
4								
4								

Notes:

- 1) Contracts commit the system to business with a particular vendor under certain terms and conditions and thus have the most restrictive approval authorities.
- 2) Requisitions are requests for purchases to be made. These are the least restrictive approvals because there is no encumbrance against system funds until the PO.
- 3) Purchase Orders acknowledge that a purchase is in accordance with all contracts and applicable state Statutes and commits the system to do business for a specific purchase. Purchase Orders under contract are less restrictive than Purchase Orders that are not under contract. In the latter case, such Purchase Order becomes the legal contract.
- 4) Invoice approvals are acknowledging that the goods or services have been received and it is ok to pay. In most instances invoices are against an open purchase order. There are some direct pays such as; subscriptions, food, fees etc. in which case there is more restrictive approvals since there is not already a PO.
- 5) Checks are actual payments and approval signature authority is the most restrictive.
- 6) Travel authorizations are approvals given to employees to travel on state business. In state travel may be approved by a supervisor. Out of state travel is restricted to level 1 approvers.
- 7) Secondary approvals must be from a level 1 or 2 approver if within their limit.
- 8) Approvals may be by any legal means of approving or signing documents and transactions.

ALL CONTRACTS AND REQUISITIONS MUST BE CONTEMPLATED IN THE BUDGET FOR THE YEAR IN QUESTION. EXCEPTIONS MUST BE APPROVED BY THE INSTITUTION CFO.