

Subject: Minimum Authorized Signatures Policy No.: 122

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A. Purpose

B. Definitions

C. Position Titles and Acronyms

D. Documentation and Limits

#### A. Purpose

To designate the minimum authorized signatures on documents for Cal Poly Pomona Foundation ("Enterprise Foundation") transactions.

## B. Definitions

Authorized signer: Any individual employed by the Enterprise Foundation who has actual authority to transact business and/or has the right to sign and execute documents that commit the organization.

*Designee*: Any individual who has been explicitly authorized by an authorized signer, whether temporarily or permanently, to sign documents on behalf of the authorized signer. Designees, either by title or name, may be outlined in unit policies/procedures or communicated to impacted employees when temporary needs arise.

*Preparer:* Any individual employed by the Enterprise Foundation who is responsible for initiating and populating the documentation for signature.

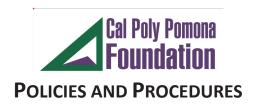
## C. Position Titles and Acronyms

CEO: Executive Director and Chief Executive Officer

CFO: Director of Financial Services and Chief Financial Officer

CHRO: Director of Employment Services and Chief Human Resources Officer

COO: Associate Executive Director and Chief Operating Officer

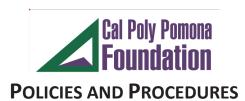


#### D. Documentation and Limits

The following is a description of documents and corresponding authorized signatures. Transactions greater than \$200,000, except as otherwise stated in the following sections, require two signatures, one of which must be the CEO or CFO. To ensure proper segregation of duties, authorized signers may not (1) authorize transactions for their own direct benefit, (2) prepare and approve the same document, or (3) approve a purchase order, agreement, or other financial commitment and subsequently approve the disbursement or payment for such transaction.

Should temporary or permanent vacancies result in fewer than three authorized signers in any category, the CEO may designate temporary signature authority to one or more Foundation members. Temporarily designated positions must be at Associate Director level and above.

Transaction Type/Document	<u>Authorization</u>
Bank Account Transfers	CEO, CFO, COO
Letter/Line of Credit Transactions	CEO, CFO, COO
Investment Account Transfers	CEO, CFO, Board Chair, Board
	Vice-Chair, Board
	Secretary/Treasurer
Contractual Documents:	
Agreements, Leases, MOU's and Licenses	CEO, CFO, COO, Board Chair,
	Board Vice Chair, Board
	Secretary/Treasurer,
Externally Sponsored Projects Agreements and	CEO, CFO, COO, Board Chair,
Awards	Board Vice Chair,
	Secretary/Treasurer, Director of
	Real Estate Development
Externally Sponsored Sub-Recipient Agreements	CEO, CFO, Associate Vice
	President of Research
	(University), Director of Research
	and Sponsored Programs
	(University)
Expenditure Request/Authorization:	
Disbursement Voucher/Interdepartmental Transfers	CEO, CFO, COO, CHRO, Director of
	Real Estate Development,
	Assistant Director of Financial
	Services, or their designee and
	Account Authorized Signers
	(Restricted Foundation programs
	and scholarship programs require
	two signatures for Inter
	department Transfers; one from



	T., .,
	the authorized signer or
	supervisor or their designee and
	one from the Foundation Internal
	Manager for amounts in excess of
	\$5,000)
Purchase Orders	CEO, CFO, COO, CHRO, Director of
	Real Estate Development,
	Assistant Director of Financial
	Services, Manager of Grants and
	Contracts or their designee
Purchase Orders for Resale	CEO, CFO, COO, Enterprise
	Division Directors, Enterprise
	Division Associate/Assistant
	Directors, or their designated
	buyers
Negotiable Instruments:	
Commercial Checks/Electronic Transfers (i.e. wires,	CEO, CFO, COO, CHRO, Board
automated clearing house transactions)	Chair, Board Vice Chair, Board
	Secretary/Treasurer (Two
	signatures required for all checks
	of \$10,000 or more.)
Payroll Checks	CEO, CFO, COO, CHRO, Board
	Chair, Board Vice Chair, Board
	Secretary/Treasurer (Two
	signatures required for all checks
	of \$10,000 or more.)
Other:	
Foundation Program / Scholarship Agreements	CEO, CFO, COO, University Chief
	Financial Officer, Dean or Vice
	President (3 Signatures; minimum
	1 from University)
Certifications and Assurances Relating to Sponsored	CEO, CFO, COO, Board Chair,
Project Proposal	Board Vice Chair, Board
	Secretary/Treasurer, Director of
	1,,
	Real Estate Development
Federal Voucher Certifications	• •
Federal Voucher Certifications	Real Estate Development
Federal Voucher Certifications  Financial Reports to Granting Agencies	Real Estate Development CEO, CFO, COO, Manager of
	Real Estate Development CEO, CFO, COO, Manager of Grants and Contracts
	Real Estate Development CEO, CFO, COO, Manager of Grants and Contracts CEO, CFO, COO, Manager of
Financial Reports to Granting Agencies	Real Estate Development CEO, CFO, COO, Manager of Grants and Contracts CEO, CFO, COO, Manager of Grants and Contracts
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Financial Reports to Granting Agencies	Real Estate Development CEO, CFO, COO, Manager of Grants and Contracts CEO, CFO, COO, Manager of Grants and Contracts CEO, CFO, CHRO, COO, Unit Directors, Manager of Grants and



# **POLICIES AND PROCEDURES**

Real Property Conveyance	Board Chair, Board Vice Chair, CEO
Information and Tax Returns	CEO, CFO, Board Chair, Board Vice Chair, Secretary/ Treasurer (2 Signatures)
Travel Authorization	CEO, CFO, COO, CHRO, Assistant Director of Financial Services, Manager of Grants and Contracts, or their designee, and Account Authorized Signers (2 Signatures)
Journal Entries	Signatures by the approver and preparer are required for each journal entry transaction. The approver shall be one of the following: CFO, Assistant Director of Financial Services, Manager of Grants and Contracts, Director of Real Estate Development, Accounts Payable Supervisor, Financial Systems Manager, or their designee