



UNIVERSITY CORPORATION AT MONTEREY BAY

100 Campus Center Seaside, CA 93955-9001 831/582-3500

713-001-F SIGNATURE AUTHORIZATION PROCEDURE

The following table outlines signature authority required for various activities, transactions, and agreements.

The person listed in the first column, “Primary Signature Authority”, is the designated signatory. The person(s) listed in the second column, “Secondary Signature Authority”, is authorized to sign only in the absence of the designated signatory.

In all cases, the University Corporation at Monterey Bay (“Corporation”) Executive Director, the Corporation President, and the Corporation Secretary/Treasurer are individually authorized to obligate and commit the Corporation. However, the Corporation President and the Corporation Secretary/Treasurer are considered signers of last resort.

This Signature Authorization Procedure will be reviewed on an as-needed basis by Corporation staff for operational feasibility.

| Bank Accounts | Primary Signature Authority | Secondary Signature Authority | Conditions |
|---------------------|---|--|--|
| Disbursements | University Corporation Executive Director | <ul style="list-style-type: none"> • University Corporation Controller • Associate Executive Director • Vice President for Admin. and Finance | Checks in the amount of \$15,000 or more require two signatures. |
| Transfers | | | |
| Receipts | | | |
| Investments | | | |
| Open/Close Accounts | | | |

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| Contracts and Agreements | Primary Signature Authority | Secondary Signature Authority | Conditions |
|--|--|---|---|
| Agreements and Licenses | University Corporation Executive Director | <ul style="list-style-type: none"> • Associate Executive Director • Vice President for Admin. and Finance | Transactions must be consistent with current budget and policy, Chancellor's Office executive orders and other applicable CSU regulations |
| Requisitions for Services and Purchases | Individuals with expense account authorization | <ul style="list-style-type: none"> • Corp. Executive Director • Associate Executive Director | |
| Real Property Leases and Documents related to On-Campus For-Sale Housing Program | University Corporation Executive Director | Associate Executive Director | |
| Real Property Leases | University Corporation Executive Director and CSUMB President ¹ | No secondary signatory | |

| Expense Request/Authorization | Primary Signature Authority | Secondary Signature Authority | Conditions |
|--|--|--|---|
| Check Requests (when a Purchase Order is not required) | Individuals with expense account authorization | <ul style="list-style-type: none"> • Corp. Executive Director • Associate Executive Director | Transactions must be consistent with current budget and policy, Chancellor's Office executive orders and other applicable CSU regulations |
| Purchase Requisitions | | | |

¹ Required by the Manual of Policies and Procedures for Auxiliary Organizations of the CSU.

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| Other Items | Primary Signature Authority | Secondary Signature Authority | Conditions |
|---|---|--|---|
| Contractor's Release | University Corporation Executive Director, with sign-off by Campus Planning and Development | <ul style="list-style-type: none"> • Associate Executive Director • Vice President for Admin. and Finance | Transactions must be consistent with current budget and policy, Chancellor's Office executive orders and other applicable CSU regulations |
| Fixed Asset Inventories and Asset Disposal | University Corporation Executive Director | <ul style="list-style-type: none"> • Associate Executive Director • Director of Business Support Services, Univ. | |
| Key Authorizations | Cost Center Manager and appropriate VP or AVP | <ul style="list-style-type: none"> • Corp. Executive Director • Associate Executive Director | |
| Hire Letters and Employment Status Forms | Director of University Corporation Human Resources | <ul style="list-style-type: none"> • Corp. Executive Director • Associate Executive Director | |
| Request for Recruitment | University Corporation Executive Director | <ul style="list-style-type: none"> • Associate Executive Director • Vice President for Admin. and Finance | |
| Tax Returns | University Corporation Controller | <ul style="list-style-type: none"> • Corp. Executive Director • Vice President for A&F | |
| Time Cards | Project Director/Principal Investigator | No second signatory | |
| Travel Authorization | Individuals with expense account authorization | <ul style="list-style-type: none"> • Corp. Executive Director • Associate Executive Director | |
| Externally Sponsored Proposals and Agreements | Director of Sponsored Programs | No secondary signatory | |