

Signature Authority on Grants and Contracts, Research Stimulation Funds and Centers

In an effort to improve the efficiency of executing low dollar purchases and other routine activities and transactions on grants and contracts, we are developing operational principles based upon existing policies under the People Soft grants management system related to signature routing and authorization of expenditures, reimbursements, issuance of use of P-cards, travel claims, hospitality expenses and payroll. The changes confer privileges to fund holders to enable them to authorize certain activities on their grants and contracts. These changes are intended to improve the efficiency of operations without risking the integrity of the internal control necessary for accountability.

Signature Authority and Delegation of Authority: General University Guidelines

Faculty PI's account holders of G-, RS-, and C- funds have been assigned level 5 signature authority on their funds. PI's already assigned level 3 (typically Deans, Associate Vice Presidents, Assistant Vice Presidents) or level 4, (Management Personnel or Academic Equivalent, typically (but not limited to) Associate Deans, Department Chairs, Directors, ASMs, Division Fiscal Officers, Managers) will maintain their assigned level. Changes in organizational standing may result in a change in increased or diminished signature authority. To assign, change or cancel signature authority, a [Delegation of Authority](#) form must be completed and submitted to the Controller's Office, including the signature of the applicant. Level definitions and other pertinent information related to the guidelines on signature authority and delegation of signature authority can be found on the CSULB website at:

Overview of Signature Authority: http://daf.csulb.edu/offices/financial/sig_auth_overview.html

Signature Authority guidelines: http://daf.csulb.edu/admin_guidelines/policies/sig_auth.html

Level Definitions: http://daf.csulb.edu/admin_guidelines/policies/sig_auth.html

PI responsibilities:

PI's and fund holders with signature authority are responsible for assuring the following:

- An understanding of what is being approved
- The information and supporting documentation is accurate and complete
- To the best of their knowledge the transaction is allowable, reasonable and justified
- There are adequate funds to cover the cost of the expense
- The funding source is appropriate for the expenditure

Monitoring and review:

The ORSP and University Research Foundation will provide oversight of all transactions and will conduct post-purchase transaction review to ensure compliance with Granting agency, CSU and CSULB policies to

provide a basis for completion of the transaction or for adjusting or discontinuing delegation of authority to individuals.

G- Funds. Allowability on grants and contracts (G- funds) will be determined by the policies of the specific funding agency or the grant in question. If federal funds are to be charged, directly or indirectly, then the requirements of OMB Cost Principles must be met.

RS-Funds. As per policy, research stimulation funds (RS- funds) can only be used to support the University's research mission. The College ASM will be informed of any technology equipment (i.e. Computers, laptops or cell phones) purchase on RS Fund. The monitoring and disposal of computers, laptops and technology gadgets containing sensitive data will be the responsibility of the PI or fund owner of the RS Fund.

Sanctions: Employees who make unauthorized or prohibited purchases or procure goods or services outside of their delegated authority assume the risk of personal liability for the payment of goods or services including transaction fees. Failure to adhere and comply with the conditions of the delegated authority may result in revocation of delegation and cancellation of their P-card. Items that require additional processing for purchase or are prohibited from being purchased are listed at the following website: http://daf.csulb.edu/admin_guidelines/policies/sig_auth.html

Please note that additional restrictions and sanctions on purchases may be imposed by the granting agency. It is responsibility of the PI to understand these restrictions, stay within budget allocations and comply with funding agencies policies. PI's should contact their grants contracts administrator in ORSP to clarify allowability before making any purchases to be paid from an award.

Due to liability concerns, the purchase of alcohol will no longer be permitted on either G- or RS- funds without the expressed authorization of the Provost, Vice President or higher on the Hospitality Expenses Form. Exceptions will only be permitted for official, University sanctioned, research-related, events.