



**MOST RECENT CHANGES**

Version 2:

- 1. Signature Limits Revised, Restructured

**I. POLICY PURPOSE**

This policy delegates expenditure authority from the President for financial accounts.

**II. POLICY STATEMENT**

**A.** Individuals are delegated to authorize expenditures on accounts they oversee to the following limits:

Signature Limit	Signature Authority
Up to \$1,000	Program Manager/Coordinator
Up to \$5,000	Manager/Assistant Director
Up to \$10,000	Department Chair/Director
Up to \$20,000	Senior Director
Up to \$30,000	Executive Director/Assistant VP/Dean
Up to 50,000	Associate VP/Senior Associate VP
Up to \$75,000	Vice President
Unlimited	President or Designee

**B.** The foregoing delegation pertains to CSN financial accounts only, and does not authorize signing of agreements or contracts unless specifically provided for elsewhere. All Hosting expenditures must be authorized according to the Hosting Policy.

**C.** Signature tables are used for Inter Departmental Vouchers (IV/IX), Limited Purchase Orders (LPO), Payment Vouchers (PV), Purchase Orders, Purchase Requests (RX), Travel Requests, Travel and Mileage Claims, and Payroll Documents including time sheets.

**D.** Changes to signature authorizations must be approved in writing by the appropriate Vice President or the President.

**E.** Individuals with signature authority may temporarily delegate their authority to a designee. This temporary delegation must be issued in writing, with notification to the appropriate Vice President (either by hard copy or email) and distributed to any affected departments or individuals. The authority should be restricted to expenditures that are urgent in nature and must be in effect for a specified timeframe.

**F.** Signature tables of grant accounts are maintained by the Grants and Contracts office.

**G.** Signature tables of non-grant accounts are maintained by the Controller's office.

**H.** Individuals with signature authority may not approve their own expenses. Approval needs to be obtained from the individual's supervisor.

- I. The Controller's Office maintains a signature card file of all authorized signers. Signers are required to sign their signature cards prior to making any approvals on the account.
- J. The Finance staff matches signatures on financial/purchasing documents to the signature on the signature card. If the signature does not match, the document will be returned to the originating department. If an employee's signature has changed from when they last signed a signature card, they must sign a new card.

### III. PROCEDURE

The CSN Account Request Form is used to set up new accounts. Signature authority is established according to this policy.

### IV. AUTHORITY AND CROSS REFERENCE LINKS

No references applicable at present.

### V. DISCLAIMER

The President has the discretion to suspend or rescind all or any part of this policy or related procedure(s). The President shall notify appropriate CSN personnel, including the Administrative Code Officer and Faculty Senate Chair, of the suspension or rescission.

Questions about this policy should be referred to the CSN Administrative Code Officer ([general.counsel@csn.edu](mailto:general.counsel@csn.edu), 702.651.7488) and/or the Recommending Authority.

### VI. SIGNATURES

Recommended by:

Mary Kaye Bailey  
Mary Kaye Bailey, Vice President, Finance Division

12/8/14  
Date

Reviewed for Legal Sufficiency:

Richard Hinckley  
Richard Hinckley, General Counsel

12/2/14  
Date

Approved by:

Michael D. Richards  
Michael D. Richards, President

12/8/14  
Date

### VII. ATTACHMENTS

Attachment A - History

**ATTACHMENT A:****HISTORY**

- Version 2:
  - 10/14/2014 – Reviewed and revised for more efficient work flow by Sr. Vice President for Administration and Strategic Initiatives, Patty Charlton, and Vice President for Finance, Mary Kaye Bailey
  
- Version 1:
  - 11/14/2008 – Approved by President Michael D. Richards
  - 11/01/2008 – Recommended and created by Finance & Budget Division