



Policy Title	Signature Authority and Delegation Policy
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Responsible Office	Assistant Vice President for Financial Management
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1. Policy Purpose Statement

This policy provides guidelines for documenting the appropriate approval authority and delegation of signature authority for financial transactions at Kennesaw State University (KSU or the University).

2. Background

The Board of Regents (BOR) of the University System of Georgia (USG) delegates primary financial and fiduciary responsibility to a university's president, who is responsible for establishing a sound internal control environment.

A sound internal control environment requires that only authorized personnel and their formal designees approve financial transactions at the University. The University relies on these internal control measures to ensure that:

- only legitimate and appropriate transactions are executed and recorded;
- transactions are executed as intended and in accordance with University policy and relevant financial, legal, and contractual requirements;
- errors are detected prior to execution.

3. Scope (Who is Affected)

This policy affects all KSU employees with approval authority or delegated approval authority to conduct financial transactions.

4. Exclusions or Exceptions

There are no exclusions or exceptions.

5. Definitions and Acronyms

Contract: A contract is any legally enforceable agreement whether or not it is titled “contract.” Contracts include, but are not limited to, letters of agreement, lecture or performance agreements, licenses, memoranda of understanding, and terms and conditions related to all types of transactions.

Financial transactions: For the purpose of this policy, financial transactions include, but are not limited to:

- a. Budget transactions:
- b. Budget amendments.
- c. Budget overrides.
- d. Budget maintenance.
- e. Finance and Accounting Transactions:
 - 1) Banking transactions.
 - 2) Journal entries.
 - 3) Payment requests.
- f. Payment transactions (vouchers).
- g. Travel authorizations.
- h. Travel bookings.
- i. Travel expense reports.
- j. Vendor Invoices.
- k. Purchasing transactions:
 - 1) Purchasing contracts, transactions, and records.
 - 2) Purchase orders.
 - 3) Purchase requisitions.
 - 4) Purchase receiving records.

Internal control: A process designed to provide reasonable assurance about the achievement of the entity’s objectives with regard to the reliability of reporting, effectiveness, and efficiency of operations, and compliance with applicable laws and regulations.

Designee: A person who has been officially chosen or designated in writing to perform some duty or to carry out a specific role.

Next person in chain of command: For this purposes of this policy, the next person in the chain of command includes KSU deans, department chairs, and administrative department heads such as vice presidents, directors, and managers.

6. Policy

The University president delegates approval authority for general operating expenditures within a budget approved by the president to KSU organizational units, including deans, instructional department chairs, or administrative department heads.

The University president further delegates signature authorities for contracts and for the procurement of goods and services as documented in the Division of Legal Affairs Contract and Review Process (see Section 8 C below).

The KSU employee who is the approval authority for an organizational unit may delegate financial transaction approval authority to the next person in the chain of command.

Paper-based transactions must carry evidence of approval in the form of an original signature. Transactions executed electronically must carry evidence of approval, which includes:

- a unique identifier for the individual approver;
- a time and date stamp of the approval; and
- a unique identifier for the transaction.

Procedure

- a. Delegation of signature authority for both paper-based and electronic transactions requires advance completion of a Signature Authority and Delegation Form.
- b. Signature authority can only be delegated by the approval authority to the next person in the chain of command.
- c. No delegated approver may authorize others to sign the delegated approver's name.
- d. Any employee with approval or delegated approval authority for paper documents shall sign by hand.
- e. Signature on paper documents by use of rubber stamps, signature plates, or other mechanical devices is not permitted.
- f. The organizational unit must maintain the original of all current Signature Authority and Delegation Forms for the unit, maintain and update the Signature Authority and Delegation List Form for the unit, and produce these upon request for audit purposes.
- g. The organizational unit must forward a copy of each Signature Authority and Delegation Form and the updated Signature Authority Delegation List Form to the Office of Finance and Accounting (OFA) at compliance@kennesaw.edu.
- h. The OFA reviews the signature authority to validate that the designee is the next person in the chain of command.
- i. The OFA provides the Office of Procurement and Contracting Office (OPC) and the Office of Budget and Planning (OBP) a copy of the signature authority delegation when appropriate for their related budget and/or procurement systems and procedures.
- j. The organizational unit is required to update the Signature Authority and Delegation List Form within 30 days of any additions or changes to the delegation of authority within the unit and must provide a copy to Reporting and Compliance in the Office of Finance and Accounting at

compliance@kennesaw.edu.

7. Associated Policies/Regulations

- a. [BOR Policy Manual 2.5.4 Presidential Authority and Responsibilities, Agreements](#)
- b. [BOR Policy Manual 7.2.5 Liability of Expenditure of Budgets](#)
- c. [BOR Policy Manual 7.7 Purchasing](#)
- d. [BOR Policy Manual 7.9 Contracts](#)
- e. [KSU Contract and Approval Policy](#)

8. Procedures Associated with this Policy

- a. [USG Business Procedures Manual Section 3.0 Purchasing and Contracts](#)
- b. [USG Business Procedures Manual Section 3.4.1 Authority to Execute Contracts](#)
- c. [KSU Contract Review and Approval Process](#)
- d. [USG Business Procedures Manual, 1.0 Accounting Principles and Definitions](#)
- e. [USG Business Procedures Manual, 6.1 Controls, Documentation, and Assembly of Documents](#)

9. Forms Associated with this Policy

- a. [KSU Signature Authority and Delegation Form](#)
- b. [KSU Signature Authority and Delegation List Form](#)

10. Violations

Individuals in violation of this policy are subject to a range of sanctions, including but not limited to disciplinary action, dismissal from the University, and/or legal action.

11. Review Schedule

The Signature Authority and Delegation Policy is reviewed annually by the associate vice president for Operations or his/her designee and the OFA controller,