



## DELEGATION OF AUTHORITY POLICY

### PURPOSE:

To provide guidance on signature authority for documents and transactions necessary in the course of operations of the California State University San Marcos Corporation (CSUSM Corporation) and for which signature authority may be designated and by whom.

### SCOPE:

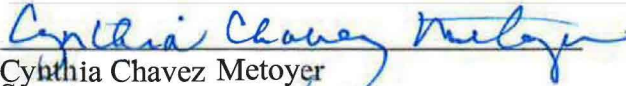
The CSUSM Corporation is engaged in a variety of transactions that require prudent control over the authorization to execute documents that obligate the Corporation, or which otherwise confirm financial or contractual transactions.

### POLICY:

- I. The Executive Director is authorized to sign documents required for operations of the CSUSM Corporation, except as have been reserved in other policies by the Board for its approval prior to execution.
- II. The Executive Director is authorized to establish written management guidelines consistent with and in implementation of this policy statement, including delegation of authority granted through this policy. Signature Authority will also be limited and will comply with other policies and guidelines as relevant, particularly the policies related to purchasing, investment, and other financial transactions.
  - a. The guidelines will provide any delegations of signature authority for, at minimum, the categories of transactions attached (Exhibit A) herein and may also delegate signature authority for other types of transactions, as they become known.
  - b. These delegations may also allow for designations of authority by authorized individuals to other persons, with any designations provided in writing and approved by the Executive Director.
  - c. The Board of Directors may also delegate signature authority for specific types of transactions as required under other Board policies, or as approved by actions of the Board.
  - d. The Chair, Vice Chair or Secretary/Treasurer may sign any document or transaction requiring an officer signature, including resolutions of the Board.

Those with delegated authority may re-delegate in writing to officers, employees, or agents of the CSUSM Corporation, with approval of the Executive Director or designee.

The undersigned Secretary hereby certifies that the foregoing is a full, true, and correct copy of the policy of the Board of Directors of the CSUSM Corporation duly made at a regular Board meeting on date below.

  
Cynthia Chavez Metoyer  
Secretary

12/14/18  
Date

**CSUSM CORPORATION  
DELEGATION OF AUTHORITY  
DOCUMENT TYPES AND AUTHORIZED SIGNATORIES**

Exhibit A  
Revised: 5/27/21, 9/14/22, 2/23/23, 8/22/23

<b><u>Banking Administration</u></b>	
Open or Close Bank Accounts <i>With E.D. or Designee prior approval</i> <i>Dual approval required on all account Open or Close activity</i>	Executive Director Assoc. Executive Director, Finance & Business Operations CSUSM University Controller CSUSM Manager, Auxiliary Financial Operations CSUSM AVP Business & Financial Services
<b><u>Banking and Investment Transactions</u></b>	
Transfer between Bank Accounts Wire Transfers, Withdraw Requests <i>With E.D. or Designee prior approval</i> <i>Dual approval required on all Transfer/Withdrawals</i>	Executive Director Assoc. Executive Director, Finance & Business Operations CSUSM University Controller CSUSM Manager, Auxiliary Financial Operations CSUSM AVP Business & Financial Services
<b><u>Disbursements &amp; Other Negotiable Instruments &amp; Transaction</u></b>	
Commercial check, sight drafts, other negotial instruments <i>Two signatures required on checks over \$50,000</i>	Executive Director Assoc. Executive Director, Finance & Business Operations CSUSM Manager, Auxiliary Financial Operations CSUSM University Controller CSUSM VP Finance & Administrative Services & CFO (electronic) CSUSM AVP Business & Financial Services
<b><u>Procurement &amp; Contractual Documents</u></b>	
Agreements or contracts, including property conveyances, service agreements, leases, MOU's with campus, licenses	Executive Director Assoc. Executive Director, Finance & Business Operations Assoc. Executive Director, Commercial Services
<b><u>Real Property Lease</u></b>	
	Corporate Officers Executive Director
<b><u>Requisitions for Services &amp; Purchases</u></b>	
	Individuals with Expense account Authorization per Fiscal Authority
<b><u>Fixed Asset Inventories &amp; Asset Disposal</u></b>	
	Executive Director Assoc. Executive Director, Administration
<b><u>Tax Returns</u></b>	
	Executive Director Assoc. Executive Director, Finance & Business Operations CSUSM VP Finance & Administrative Services and CFO
<b><u>Human Resource Documents</u></b>	
Legal Documents (Appointment letters, Separation Documents, etc)	Executive Director Assoc. Executive Director, Human Resources and Payroll
<b><u>Manual Payroll Checks</u></b>	
<i>Two signatures required on payroll checks over \$5,000</i>	Executive Director Assoc. Executive Director, Finance & Business Operations Assoc. Executive Director, Administration Sponsored Projects Manager CSUSM Manager, Auxiliary Financial Operations
<b><u>Project Agreements (Campus Programs)</u></b>	
CSUSM Corporation Project Agreements related to Campus Program activities administered by CSUSM Corporation <i>VP FAS signature required for external funding ONLY - NewProject Agreements</i>	Executive Director Assoc. Executive Director, Finance & Business Operations CSUSM VP Finance & Administrative Services and CFO
<b><u>Sponsored Projects (Grants &amp; Contracts)</u></b>	
Project Agreements Contractual documents, including sponsor and subaward agreements, excluding service agreements Procurement Documents Financial Documents Expenditures Board Resolutions for Proposals	Executive Director  Assoc. Executive Director, Administration Assoc. Executive Director, Finance & Business Operations  Executive Director, Board Of Directors Secretary

Signature: Janelle Temnick  
Janelle Temnick, Interim Executive Director

Date: October 2, 2023