



Subject: Budget & Finance Signature Authority Policy

Department Name: All

Supersedes: N/A
 Effective Date: June 8, 2011
 Issue Date: June 8, 2011
 Approved by: Scott Burns, AVP Business and Financial Affairs

Per Executive Order 1000, Delegation of Fiscal Authority and Responsibility, the University President is granted Fiscal Authority and Responsibility for San Diego State University. The President has delegated fiscal authority and responsibility to Sally F. Roush, Vice President for Business and Financial Affairs as first Executive Officer for San Diego State University and to D. Scott Burns, Associate Vice President of Financial Operations, as second Executive Officer for San Diego State University. Per this policy, fiscal authority and responsibility to approve and submit Budget & Finance forms is further delegated to Vice Presidents, the Provost and Associate Vice Presidents and their respective Divisional Budget Coordinators.

The **Budget & Finance Signature Authority** document serves as the mechanism to further delegate fiscal authority and responsibility within each division and/or college/department to approve and submit the following Budget & Finance forms electronically:

- Account Request Form (ARF)
- Position Action Request (PAR) form
- Budget Transfer form
- Budget Request form and
- Labor Distribution Adjustment form

All Budget & Finance forms are approved and submitted electronically as an attachment via email. Hard copy documents with original wet signature are not required. A typed in signature and email routing serve as evidence that the appropriate approvals have been met.

The approval authority is assigned by the delegating authority to individuals categorized into one of three approval authority roles with the Divisional Budget Coordinator being the highest level of approval authority:

- Account Manager
- Dean/Administrator
- Divisional Coordinator

Each of these approval authority roles is included as a signature field on all Budget & Finance forms. The delegating authority assigns each approval authority role with the responsibility to approve and/or submit Budget & Finance forms based on their internal divisional approval hierarchy. The Divisional Coordinator approval authority role is required as the final approval for the ARF, PAR and Budget Request forms and is the only role authorized to submit these forms to Budget & Finance for processing.

An original signature from the delegating authority is required on the Budget & Finance Signature Authority document that lists to whom authorization has been delegated, specifying the division and/or college/department, and at what approval authority.

Additions, modifications or deletions of authorized individuals from the Budget & Finance Signature Authority document can be made by submitting a revised form with a new effective date which will supersede any prior signature authority documents.

The Budget & Finance Signature Authority document can be sent electronically to budget@mail.sdsu.edu and the original hard copy document should be delivered to Budget & Finance, AD-224, MC-1622. Budget & Finance will maintain a hard copy and electronic repository of all Signature Authority forms.

**B&F Forms
Approval Authority Hierarchy**

	Account Request Form [a]	Position Action Request [a]	Budget Request Form [a]	Budget Transfer Request Form	Labor Distribution Adjustment Request
Account Manager	Approve	Approve	Approve	Approve Submit	Approve Submit
Dean / Administrator	Approve	Approve	Approve	Approve Submit	Approve Submit
Divisional Coordinator	Approve Submit	Approve Submit	Approve Submit	Approve Submit	Approve Submit

[a] B&F requires these forms to be approved and submitted by the Divisional Coordinator.

You may modify fields in blue to accommodate your divisional/college approval hierarchy.

EFFECTIVE DATE OF ACTION:

July 1, 2011

The following individuals are authorized to approve and/or submit B&F forms based on their approval authority:

Division or College	Approval Authority	Name	Title	E-mail Address

Delegating Authority Approval:

Name: _____
 Title: _____
 Signature: _____ Date: _____