

Signature Policy

Name:

This policy shall be called the Signature Policy

Purpose:

The purpose of this policy is to designate proper signatory authority for the purpose of conducting Business and Financial Transactions for Humboldt State University Sponsored Programs Foundation

Date of Effectiveness:

This revised policy shall be effective May 15, 2003.

Amendments:

This policy may be amended by a majority vote of the Board of Directors

Guidelines:

CONTRACTUAL DOCUMENTS

All contractual documents are to be signed by the Executive Director, HSU Sponsored Programs Foundation. During periods of absence, the Dean, Research and Graduate Studies or the Assistant Sponsored Programs Foundation/Accounting Manager may sign these documents.

Externally Sponsored Grants, Contracts, Agreements and Awards
Executive Director, HSU Sponsored Programs Foundation
Dean, Research and Graduate Studies
Assistant Sponsored Programs Foundation Manager/Accounting Manager

Institutional Routing for Externally Sponsored Project Grants, Contracts, Agreements and Awards
Executive Director, HSU Sponsored Programs Foundation
Dean, Research and Graduate Studies
Assistant Sponsored Programs Foundation Manager/Accounting Manager

Agreements, Leases, and Licenses
Executive Director, HSU Sponsored Programs Foundation
Dean, Research and Graduate Studies
Assistant Sponsored Programs Foundation Manager/Accounting Manager

ACCOUNT TRANSACTIONS

Bank/Investment Accounts:

Executive Director, HSU Sponsored Programs Foundation
Treasurer, HSU Sponsored Programs Foundation Board of Directors
Dean, Research and Graduate Studies
Vice President Administrative Affairs

Vice President Academic Affairs

Three signatures will be required to open a bank/investment account
Two signatures will be required to close a bank/investment account.

Bank Investment Account Deposits/Withdrawals:

Executive Director, HSU Sponsored Programs Foundation
Treasurer, HSU Sponsored Programs Foundation Board of Directors
Dean, Research and Graduate Studies
Assistant Sponsored Programs Foundation Manager/Accounting Manager

Two signatures will be required to withdraw funds from a
bank/investment account.

Trust Checks:

Executive Director, HSU Sponsored Programs Foundation
Treasurer, HSU Sponsored Programs Foundation Board of Directors
Dean, Research and Graduate Studies

All trust checks under \$5,000 require one signature by any of the above named signers. Trust checks \$5,000 and over requires two signatures by any of the above named signers. Manual checks under \$5,000 require one manual signature by any of the above named signers. Manual checks \$5,000 and over require two manual signatures by any of the above named signers.

General Operations Checks:

Executive Director, HSU Sponsored Programs Foundation
Treasurer, HSU Sponsored Programs Foundation Board of Directors
Dean, Research and Graduate Studies

General Operations checks under \$5,000 require one signature by any of the above named signers. General Operations checks \$5,000 and over require two signatures by any of the above named signers. Manual checks under \$5,000 require one manual signature by any of the above named signers. Manual checks \$5,000 and over require two manual signatures by any of the above named signers.

WIRE TRANSFERS

Wire transfers under \$5,000 require one signature by any of the three signers on the bank/investment account. Wire transfers \$5,000 and over requires two signatures by any of the signers that are on the bank/investment account.

Phone Transfers:

A letter of authorization to the bank/investment agency allowing a designated employee to make telephone transfers will be required. The

letter will be signed by two of the three authorized signers that are on the bank/investment account.

EXPENDITURE REQUEST/AUTHORIZATION

HSU Sponsored Programs Foundation General Operations Check Requests:

Executive Director, HSU Sponsored Programs Foundation
Dean, Research and Graduate Studies
Assistant Sponsored Programs Foundation Manager/Accounting Manager

HSU Sponsored Programs Foundation General Operations Purchase Requisition:

Executive Director, HSU Sponsored Programs Foundation
Dean, Research and Graduate Studies
Assistant Sponsored Programs Foundation Manager/Accounting Manager

AUTHORIZING RESOLUTION

Granting and Banking agencies often require applicants to submit an authorizing resolution. Accordingly, HSU Sponsored Programs Foundation periodically approves the following standard wording:

That the persons named below are authorized to negotiate and execute on behalf of Humboldt State University Sponsored Programs Foundation, grants and contracts and any and all documents pertaining thereto, including account transactions pertaining to banking and investments and to submit claims for reimbursement and other financial reports as required.

Donna Schafer Dean, Research and Graduate Studies

Dixie L. Johnson Assistant Sponsored Programs
Foundation/Accounting Manager