PURPOSE:

To establish a policy for signature authority control for university and sponsored accounts and a procedure for delegating signature authority to others.

DEFINITIONS:

Prime Signatory: The principal signatory on an account. For sponsored awards, the prime signatory is referred to as the principal investigator (PI). The prime signatory is responsible for the prudent management of the account. The prime signatory’s name appears on the upper right side of the monthly Account Statement in Whole Dollars report (Report 90). For the purpose of this policy, where there are Co-PI’s, one PI must be designated as the prime signatory.

Secondary Signatory: Someone having limited or total signature authority on an account, as officially delegated by the prime signatory on the account.

POLICY:

Every university account must have only one prime signatory. Full or partial signature authority may be delegated to as many as three other individuals as secondary signatories. Only those officially authorized as primary and secondary signatories may ordinarily sign on an account. In unusual cases, (i.e., when an officially authorized signatory is not available), the department/division head, dean, or vice president over the prime signatory may sign.

In all cases, any person signing on an account must sign his/her own name. No attempt should be made to copy or forge another person’s signature, whether with or without the permission of that individual. Signatures on all official forms and documents should be in ink, and no signature stamps or facsimile stamps are permitted for authorization purposes of any university accounts, with the exception of the Provost’s facsimile stamp for salary papers.

REFERENCES:

None

PROCEDURES:

1. At the time an account is requested to be opened (see Sponsored Programs Policy/Procedural D1, “FRS Account Number Assignment”), the primary signatory should be indicated.

2. After the account has been established, the prime signatory may send a memo to Sponsored Programs - Financial Administration designating up to three secondary signatures. The memo should state the exact limitations, if any, of the delegated signature authority and should provide a sample of each signature. Such memos indicating delegated authority must be signed by the prime signatory for the account.