

**COLLEGE OF SOUTHERN NEVADA  
FINANCE & FACILITIES DIVISION  
SIGNATURE AUTHORIZATION POLICY**

**1. PURPOSE**

To ensure accountability on accounts' expenditures.

**2. POLICY**

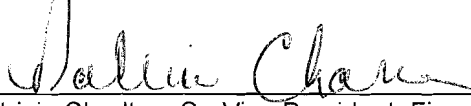
- A. Signature authorizations are established according to the approved CSN Account Request Form.
- B. With the exception of Hosting and Contracts, the following levels of authorization have been approved for all accounts:


Signature Limit	Signature Authority
Up to \$1,000.00	Department Chair/Manager
Up to \$10,000.00	Dean/Director
Up to \$25,000.00	Associate Vice President
Up to \$50,000.00	Vice President
Unlimited	President or Designee

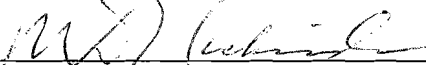
- C. Any requests for exception to the established limits must be approved by the Senior Vice President for Finance & Facilities.
- D. Changes to signature authorizations must be approved in writing by the appropriate Vice President or the President.
- E. An individual with Signature authority may temporarily delegate their authority to a designee. This temporary delegation must be issued in writing, with notification to the appropriate Vice Presidents (either by hard copy or email) and distributed to any affected departments or individuals. The authority should be restricted to documents that "are urgent in nature" and must be in effect for a specified timeframe.
- F. Signature tables of grant accounts are maintained by the Grants and Contracts office.
- G. Signature tables of non-grant accounts are maintained by the Financial Accounting office.
- H. Signature tables are used for Inter Departmental Vouchers (IV/IX), Limited Purchase Orders (LPO), Payment Vouchers (PV), Purchase Orders, Purchase Requests (RX), Travel Requests, Travel and Mileage Claims, and Payroll Documents including time sheets.
- I. An individual with Signature Authority may not approve their own expenses. Approval needs to be obtained from an individual at a higher level on the Signature Authority table.
- J. Financial Services maintains a signature card file of all authorized signers. Signers are required to sign their signature cards prior to making any approvals on the account.
- K. The Financial Services staff matches signatures on financial/purchasing documents to the signature on the signature card. If the signature does not match, the document will be returned to the originating department. If an employee's signature has changed from when they last signed a signature card, they must sign a new card.

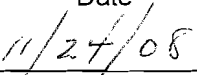
Signature Authorization Policy

3. APPROVAL

  
\_\_\_\_\_  
Patricia Charlton, Sr. Vice President, Finance & Budget

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Michael D. Richards, President

  
\_\_\_\_\_  
Date

Reviewed by Faculty Senate:

  
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Sondra Cosgrove, Faculty Senate Chair

  
\_\_\_\_\_  
Date