DATE: May 16, 2014

TO: Deans, Directors, Department Chairs and Administrators

FROM: Franz Lozano, Interim Associate Vice President for Fiscal Affairs

SUBJECT: 2014/2015 Delegation of Signature Authority

In order to conduct University business in the most efficient and cost-effective manner, we are requesting departmental review and update of existing Delegation of Signature Authority forms submitted for all personnel with delegated signature authority for expenditure of funds for the campus, University Corporation and SF State Foundation. This delegation provides authorization for expending funds and budget administration.

If you need to update the existing Delegation of Signature Authority Form:

- Complete one form for each approver in your area(s). We ask that you review them carefully to ensure that the form documents have the most current information for your area. Old and existing delegation forms may be accessed by using the SF State Imaging System (link is on the Fiscal Affairs webpage). If you do not currently have a user ID and password for the imaging system, please contact Joey Bondoc, jgbondoc@sfsu.edu.

- The form must be typed or completed on-line, and may be accessed at the following Fiscal Affairs website address: https://ids.sfsu.edu/delegationauthority/index.jsp. A PDF version is available at http://fiscaff.sfsu.edu/content/delegation-authority. To ensure that all approvers and delegates names are legible, no handwritten forms will be accepted.

- Please list all funds, department ID numbers and project IDs, if applicable, for which the delegate has been granted signature authority.

It is each department's responsibility to maintain current signature authorization information with our office. Any expenditure of funds submitted to our office by individuals who are not authorized will not be processed and will be returned for proper authorization.

All individuals who may be called upon to approve expenditures in your area should have a Delegation of Signature Authority form on file with our Document Control office. We ask that you complete the form(s) by July 31, 2014 and return the completed forms to Document Control, ADM351 - Attn: Leticia Valdez. The completed forms will be scanned and stored in our SFSU Imaging System for fast, easy reference.

If you have any questions regarding completion of the form, please contact one of the following individuals:
General Information: Leticia Valdez, Document Control, at x80538, lv@sfsu.edu
David Chelliah, Accounts Payable Manager, at x82367, chelliah@sfsu.edu

Trust Accounts: Richard Chen, Associate Controller, Trust & Special Projects, at x82436, richardc@sfsu.edu

Budget: Andrew Som, Dir., University Budget & Planning, at x83145, asom@sfsu.edu

University Corporation Accounts: Tammie Ridgell, ABS Director, at x81706, ridgell@sfsu.edu

SF State Foundation Accounts: Venesia Thompson, Chief of Operations, University Advancement at x54061, venesia@sfsu.edu

We appreciate your cooperation in promptly completing and returning these authorization forms to us by July 31, 2014.

cc: CFS Users