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**DELEGATION OF SIGNATURE AUTHORITY FOR FINANCIAL AND ADMINISTRATIVE TRANSACTIONS**

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**Scope:** All campuses served by Louisiana State University (LSU) Finance and Administration

**Effective:** December 1, 2010 revised July 1, 2016

**Purpose:** Electronic approval is the equivalent of a hand-written signature. For security purposes, each individual with electronic approval authority must identify himself or herself to the computer with a unique logon/password combination. In consideration of the fact that a logon/password combination identifies the individual who approves a document electronically, great care must be taken by each employee to guard his/her password. An employee may not permit anyone else to know his/her password. The violation of this policy constitutes a serious offense against the University.

Signature authority can be granted by the President, Vice Presidents, Chancellors, Executive Directors,

end date to the delegation longer than 1 year out or as of July 31 – whichever period is shorter. All