



CAMPUS CORRESPONDENCE

Date: January 28, 2011

To: Deans, Directors and Department Heads.

From: Donna K. Torres, CPA

Associate Vice Chancellor for

Accounting Services

Subject: Finance and Administrative Services Operating Procedure
Delegation of Signature Authority for Financial Transactions
FASOP: AS-16

FASOP: AS-16 "Delegation of Signature Authority for Financial and Administrative Transactions" defines the University's policy on the delegation of signature authority for financial transactions. Signature authority can be granted by University Deans, Directors, Department Heads and other administrative officials for financial and/or administrative matters which are directly under their supervision.

To provide for the efficient operation of colleges, schools, departments and other budgetary units, signature authority may be delegated to employees (delegates) that have been approved to hold financial system profiles that provide the authority to approve financial transactions. The delegation of signature authority does not relieve the higher level authority (delegator) of their fiscal responsibility or accountability.

The process for delegating signature authority is included in the recently introduced procedure for electronic Security Access Requests. Security Access Requests/Delegation of Signature Authority can be

Please do not hesitate to contact me at dtorres@lsu.edu or 225-578-1623 with any questions or to clarify information in the FASOP or this memo.

Attachment: FASOP: AS-16

xc: Executive Vice Chancellor and Provost John Maxwell Hamilton
Vice Chancellor Eric Monday

Memo AS-11-03



FASOP: AS-16

DELEGATION OF SIGNATURE AUTHORITY FOR FINANCIAL AND ADMINISTRATIVE TRANSACTIONS

Scope: All campuses served by Louisiana State University (LSU) Office of Accounting Services.

Effective: December 1, 2010

Purpose: Signature authority can be granted by University Deans, Directors, Department Heads and other administrative officials. To provide for the efficient operation of colleges, schools, departments and other administrative units.

Request link can be found under the Financial Services link via DAWG. In the event there is a

contracts or other documents.

Procedures:

A. The University has defined the following profiles with the final release authority for transactions created in administrative systems that provide for electronic routing and approval:

System	Profile	Definition
Purchasing (PRO)	PRO Auth	Individual designated to have purchasing authority
Education (BOARD)	PRO Auth	Individual designated to have purchasing authority
HRS	HRS Auth	Individual designated to have responsibility for processing personnel actions

All Systems	All Auth	Individual designated to a Department Head or higher level position to
		level

A Dean, Director, Department Head or other administrative official may delegate their signature authority to

Business Manager) whose job requirements or position allows him/her to have first hand knowledge of the

delegated must be properly qualified by means of possessing the proper skills and an active training. The

signature authority does not relieve the Dean, Director, Department Head or administrative official of their