

DEPAUL UNIVERSITY



Authorized Signatures and Delegation of Transaction Approval/Authority

Category: Financial Affairs

Responsible Department: Budgets and Operational Reporting

Responsible Officer: Controller

Effective Date: 3/22/2017

Policy Summary

Budget managers may delegate authority to others within their functional area via the budget manager self-service feature in the PeopleSoft Campus Solutions System. This policy provides the basic guidelines and responsibilities associated with delegating transactional approval / authority.

Scope

This policy affects the following groups of the University:

- Executive Offices
 - Assoc. / Assist Vice Presidents
 - Budget Managers
 - Vice Presidents
 - Deans
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Policy

University budget managers are given responsibility for managing university receipts, expenditures, and budgets in various operating and non-operating departments, grants, gifts, financial aid and discretionary funds, and projects and capital accounts. The responsibility and authorization for account activity is controlled via a formal authorization process in the university's PeopleSoft Campus Solutions System.

A budget manager may wish to delegate some or all authority to another person in the department or area. The individual who delegates authority is responsible for ensuring the designee understands approval requirements, and exercises sound judgment to protect the interests of the university. If said designee is terminated or has an employment status change that requires modification to the budget manager delegations, it is the responsibility of the area's budget manager to remove and reassign authorizations using the Budget Manager Delegation page in Campus Solutions.

The use of the term "budget manager" as it relates to transactional processes and approvals in subsequent Financial Affairs policies includes budget manager delegates.

Procedures

For procedural information related to this policy, please see the [Budget Manager Assignment and Delegations](#) document posted on the [DePaul Financial Affairs website](#).

Please note that for the following types of transactions, additional considerations and approvals are required:

- Employee reimbursements
- Petty cash transactions
- ProCard transactions
- Travel and entertainment expenditures

For procedural information related to these types of transactions, please refer to the [Employee and University Guests Reimbursement \(Travel and Other Reimbursements\)](#) policy and the [Procurement Card Requirements](#) policy.

Divisional Collaborations

None.

Contact Information

Controller

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Appendices

The [Budget Manager Assignment and Delegations](#) document is posted on the [DePaul Financial Affairs website](#).

History/Revisions

Origination Date: 04/05/1991
Last Amended Date: 3/22/2017
Next Review Date: N/A