Administrative Policy

Number:	P 010
Effective:	10/25/2023
Supersedes:	7/26/2023
Page:	1 of 5

Subject: DELEGATION OF AUTHORITY

1.0 PURPOSE:

To ensure the efficient operation of California State University, Los Angeles (Cal State LA) and its auxiliary organizations, by providing policies and procedures for the appropriate signature authority and delegation of authority required for various transactions and activities pursuant to government regulations, the California State University (CSU) Board of Trustees, and CSU Executive Orders.

2.0 ORGANIZATIONS AFFECTED:

All organizational units of the University, including auxiliary organizations.

3.0 REFERENCES:

3.1. State of California statutory and administrative codes, as applicable.

3.2. CSU Delegation of Authority – Approval of Travel Requests. (EO 688)

3.3. CSU Contracts and Procurement.

3.4. CSU Delegation of Fiscal Authority and Responsibility. (EO 1000)

3.5. CSU Hospitality Policy (ICSUAM 1301.00).

3.6. Cal State LA Administrative Policy P006, Policy for One-up (Next Level) Authorizations for Business Expenses.

4.0 POLICY:

In order to promote greater economy and efficiency, the legislature has delegated authority concerning certain activities, such as purchasing and contracting, motor vehicle inspections, and real and personal property to the CSU. The CSU Board of Trustees further delegates such authority to campus presidents and/or designee pursuant to Executive Order 1000. Accountability for the management of the property, assets, financial and human resources of the University ultimately rests with the President who expects those with signature authority under the terms of this policy to safeguard University resources by establishing and maintaining sound business controls that deter and detect any potential misuse of resources.

Approved: _____ Date: 7/26/23

The procedures outlined below identify those situations in which it is appropriate to use delegations of authority and the procedures that should be followed to make such delegations. The procedures also outline the signature authority for various University and Auxiliary transactions.

5.0. DEFINITIONS:

5.1. Appropriate Administrator - Managers or academic equivalent who have been granted authority through delegation and/or this signature authority policy.

5.2. Approval - An authorization given for a purchase transaction; all purchase transactions are subject to approval at the appropriate level in accordance with the Signature Authority Matrix (Appendix 7.1.).

5.3. Approver - Individuals authorized to expense funds for the University/Auxiliary who have been granted authority through this signature authority policy. The approver is granted fiscal responsibility through the Delegation of Authority process to sign for the chartfields utilized.

5.4. Auxiliary Organizations - California State University, Los Angeles Foundation (Cal State LA Foundation), Cal State LA University Auxiliary Services, Inc. (UAS), Associated Students, Inc. (ASI), University-Student Union (U-SU), and the Cal State LA Alumni Association.

5.5. Delegate - The employee who is officially transferred the authority to act on behalf of the delegator.

5.6. Delegation of Authority - As used in this policy, a “delegation of authority” is the formal recorded conveyance of authority from the Board of Trustees to the campus presidents and/or designees. Any such transfers of powers and duties are therefore significant actions requiring great care and scrutiny.

5.7. Delegator - The employee who has authority to take action on behalf of the University/Auxiliary, college or department who transfers (“delegates”) his/her authority to another University employee (“delegate”).

5.8. Requestor - Any employee who initiates the request for the transaction.

5.9. Signature Authority - As used in this policy, “signature authority” is the permission to execute transactions up to limits established by relevant University/Auxiliary policies and permission to approve transactions for execution. This approval attests to the appropriateness of the transaction within the University’s program objectives and budgetary authorizations.

Level Definitions:

- Level 1 = President
- Level 2 = Typically, but not limited to, the Provost, Vice President, Executive Director of University Auxiliary Services
- Level 3 = Typically, but not limited to, the Deans, Associate Vice Presidents, Assistant Vice Presidents, Athletic Director, Director of the Luckman Fine Arts Complex, Vice Provost
- Level 4 = Management Personnel Plan (MPP) or Academic Equivalent, typically, but not limited to, Associate Deans, Directors, Fiscal Officers, Managers

- Level 5 = Non-MPP typically, but not limited to, Department Chairs, Faculty Directors (in charge of Centers), fiscal analysts or administrative support personnel

6.0. GUIDELINES:

Guideline for Proper Delegation of Authority

General Scope of Delegation:

Delegations of authority should be limited both in scope, number, and time frame to those which are necessary to achieve efficiency while maintaining accountability. Delegations of authority are appropriate where the delegation will enhance the effectiveness and efficiency of the operation without risking the integrity of the internal control necessary for accountability. A delegation of authority shall be commensurate with the employee's role within the organization. No delegation shall be made of all or substantially all of the powers held by any persons making a delegation, or where checks and balances would be minimized. Delegation of authority assignment and approvals must not conflict with any CSU and/or Cal State LA policy. Individuals who receive delegated authority shall have active involvement with the activity being conducted, and have sufficient knowledge of the University/Auxiliary policies, rules, laws, regulations and procedures to ensure compliance.

The delegator will provide for training to the delegate to ensure compliance with legislation and the policies referred to in this policy.

Delegation Management and Effective Dates:

The Office of the Vice President for Administration and Finance will maintain a centralized database of all delegation of authority requests and approvals related to this policy. The Cal State LA ServiceNow system will be the application used for requests and approvals and the Common Financial System (CFS) Delegation Of Authority (DOA) application will be used to track the delegations that have been assigned and approved.

A delegation of authority shall become effective on the date the delegation is fully executed. Delegations shall continue until revoked or modified. The Office of the Vice President for Administration and Finance will conduct a yearly audit to ensure that the delegations assigned are current. A delegation must be fully executed before any documents are signed by the Delegate.

Guideline for Signature Authority

General Scope of Signature Authority:

The University/Auxiliary has provided signature authority to certain individuals based on their level in the organization to approve various transactions. Signature authority is granted by department or fund in accordance with the appropriate Level as defined above.

Anyone granted authority in Level 1 to Level 4 through delegation and/or signature authority in this policy will be deemed “Appropriate Administrator” on related forms and procedures. Level 1 through Level 4 must be MPP or equivalent. Anyone granted authority in Level 5 through this signature authority policy will be deemed “Approver” on related forms and procedures.

Any exceptions to the levels of authority identified in this policy must be approved by the appropriate VP or President and the Vice President for Administration and Chief Financial Officer.

Responsibilities as stated in the Signature Authority Matrix (Appendix 7.1.) may NOT be delegated further, but must be approved by the level indicated or any level higher.

Signature Authority Guidelines:

Within each department, the Dean/AVP or department head is responsible for the overall operations of the department and may assign signature authority to certain employees in compliance with this policy. The Signature Authority Matrix (Appendix 7.1.) will be updated for specific transactions.

To assign, change or cancel signature authority, a Delegation of Signature Authority Request must be submitted through the Cal State LA ServiceNow system.

If an employee transfers to another department or division, or other changes occur that affect their signature authority responsibilities, an updated Delegation of Signature Authority Request must be submitted through the Cal State LA ServiceNow system.

Employees with signature authority are responsible for assuring the following:

- An understanding of what is being approved
- The information and supporting documentation is accurate and complete
- The transaction is allowable, reasonable and justified
- The transaction is charged to the correct chartfield(s)
- There are adequate funds to cover the expense
- The funding source is appropriate for the expenditure

Monthly/repeat expenses such as telephone, postage, and copier, etc., will be charged back to the department and reviewed/verified by the appropriate approving authority and/or approver.

Procurement Card/credit card statements will be reviewed by the card holder and approved by the approving authority identified on the card application.

Authority for accounting activities required to be reconciled, such as corrective reversals and deposits, will be completed by the appropriate functional area with timely notification to the affected parties.

Internal Controls for Delegation of Authority:

It is the responsibility of the delegator to maintain proper control and management of his/her area. The delegator remains accountable for all actions taken by the delegate.

The delegator shall take into account and maintain appropriate internal controls including separation of duties, reviewing reports, sampling completed transactions and monitoring the effectiveness of the controls established.

Delegates may not approve transactions for themselves or their relatives, or approve transactions that directly benefit themselves or their relatives or, in any way, create a conflict of interest with the delegate’s responsibilities to the University/Auxiliary. Such transactions must be countersigned by another authorized person, usually the person of next higher authority.

Documents signed by anyone other than those employees who have a delegation of authority within the CFS DOA system, may be declared null and void unless formally ratified by the President. Persons who improperly delegate or misuse delegated authority may be subject to an investigation, disciplinary action or termination of employment, following procedures specified in Collective Bargaining Agreements between the CSU Board of Trustees and the employee's relevant bargaining unit, University policies and procedures applicable to non-represented staff, and policies and procedures of UAS.

Internal Controls for Signature Authority:

All transactions shall be authorized according to sound management practices. Subordinates cannot approve transactions for their superiors, regardless of the authority level. Another important principle of sound management is that of segregation of duties. Segregation of duties is critical because it ensures separation of different functions and defines authority and responsibility over transactions. Segregation of duties is critical to effective internal control; it reduces the risk of both erroneous and inappropriate actions.

The fundamental premise of segregated duties is that an individual should not be in a position to initiate, approve, and review the same action. Also, the accounting/reconciling function, and the asset (e.g., money, inventory) custody function should be separated among employees. These are called incompatible duties when performed by the same individual. There must be a separation of duties between the approval of expenditures and the reconciliation of departmental financial accounts.

Responsible administrators must consider the principle of segregation of duties when designing and defining job duties. They must implement processes and control procedures that, to the extent feasible, segregate duties among employees and that include effective oversight of activities and transactions. Departments with very few staff that are unable to segregate duties require the department head to attest to the implementation of alternate compensatory internal controls.

7.0. APPENDICES:

7.1. **Signature Authority Matrix.**

Signature Authority Matrix

Type of Agreement	Type of Transactions	Minimum Authority to Execute
Accounting	Delegation of Authority Approval	Level 3
Accounting	Budget Transfer Requests	Level 4
Accounting	Petty Cash Reimbursements	Level 4
Accounting	Establish Petty Cash/Change Fund	Level 4
Accounting	Request Chartfields	Level 4
Accounting	Journal Entry Requests	Level 5
Hospitality	Hospitality	Level 2
Hospitality	Hospitality Exceptions	VP Admin & Finance
Human Resources Management	MPP Employee Transaction Form (ETF)	Level 1
Human Resources Management	Employee Transaction Form (ETF) - Hire/Rehire	Level 2
Human Resources Management	Employee Transaction Form (ETF) - Reassignment/Transfer	Level 2
Human Resources Management	MPP Appointment Letters	Level 2 & HRM
Human Resources Management	Employee Transaction Form (ETF) - Lecturers - Hire/Rehire	Level 3
Human Resources Management	Employee Transaction Form (ETF) - All Other Action/Reasons	Level 3
Human Resources Management	Volunteer Appointment Form	Level 4
HRM/Employee Relations	MPP Evaluation Form	Level 3
HRM/Employee Relations	Employee Performance Evaluation	Level 4

Type of Agreement	Type of Transactions	Minimum Authority to Execute
HRM/Class/Comp	MPP Personnel Requisition	Level 1
HRM/Class/Comp	MPP Position Description	Level 1
HRM/Class/Comp	In-Range Progression/Bonus/Stipend Form	Level 2
HRM/Class/Comp	Staff Personnel Requisition	Level 3
HRM/Class/Comp	Staff Position Description	Level 3
HRM/Class/Comp	Special Consultant Pay Form	Level 4
HRM/Payroll	Sabbaticals, RSCAs, Distinguished Service awards, and related	Level 2
HRM/Payroll	Faculty Workload/Assigned Time	Level 3
HRM/Payroll	Overtime Authorization (Time and Labor)	Level 4
HRM/Payroll	Time and Labor Payroll Adjustment	Level 4
HRM/Payroll	Exempt/Non-Exempt Attendance Approval (Absence Management or Time and Labor)	Level 4
HRM/Payroll	Report of Change in Work Schedule (Form)	Level 4
HRM/Payroll	Fringe Benefit Certification	Level 5
HRM/Benefits	Leave of Absence Form	Level 3
HRM/Benefits	Fee waiver application	Level 4
HRM/Benefits	Career Development Plan	Level 4

Type of Agreement	Type of Transactions	Minimum Authority to Execute
Career Center	Student Employment Transaction Form (ETF)	Level 4
ITS/Telecom	Telecommunications Chargebacks	Level 4
Purchasing	Sole Source Purchase Approvals > $250,000	Chancellor's Office
Purchasing	Sole Source Purchase Approvals between $100,001 - $250,000	Level 2
Purchasing	Sole Source Purchase Approvals between $1 - $100,000	Level 3
Purchasing	Purchases greater than $1,000,000	VP Admin & Finance
Purchasing	Purchases between $500,001 - $1,000,000	Level 2
Purchasing	Purchases between $100,001 - $500,000	Level 3
Purchasing	Purchases between $1 - $100,000	Level 4
Purchasing	Agreements (Affiliation, International, Lease, Service, etc)	Level 2 & Procurement Contracts and Services
Purchasing	Contracts/3rd party MOUs	Level 3 & Procurement Contracts and Services
Purchasing	Mobile Device Reimbursements	Level 3
Purchasing	Procurement Card (P-card) application	Level 4
Property	Confirmation of Inventory Certification	Level 4
Property	Off-Campus Loan Form	Level 4
Property	Property Survey/Transfer Request	Level 4

Type of Agreement	Type of Transactions	Minimum Authority to Execute
System Access	Peoplesoft HR or Finance with access to Level 1 data	Level 3
System Access	Peoplesoft Financial systems access without access to Level 1 data	Level 4
System Access	Peoplesoft Human Resources systems access without access to Level 1 data	Level 4
Travel	Authorization for international travel to destinations that are: 1. CSURMA High Hazard	Level 2
	2. War Risk Country List	Level 1
Travel	Authorization for: 1. Domestic travel	Level 4
	2. International travel, destinations with Risk Advisory Level 1 and does **NOT** appear on CSURMA High Hazard list	Level 2
	3. Exceptions for expenses that are not typically reimbursed but arise out of special circumstances	Level 2
Travel	Travel Expense claim for appropriately approved travel	Level 4
Travel	Authorization to use private vehicles on state business	Level 4
Facilities Use	Facilities work order chargebacks	Level 4
Other	Events Chargebacks	Level 4
Other	Mail Chargebacks	Level 5
Other	Reprographics Chargebacks	Level 5
Other	Public Safety Chargebacks	Level 5
Other	Parking Chargebacks	Level 5