

Texas Tech University
Animal and Food Sciences

MEMORANDUM TO: All AFS Employees

SUBJECT: Account Manager Designation and Signature Authority

PURPOSE

The purpose of this Operating Policy/Procedure (OP) is to outline a standardized procedure for Account Manager Designation and Signature Authority for the Animal and Food Sciences Department.

Please refer to TTU OP 62.03 for more information.
TTU OP Website- <http://www.depts.ttu.edu/opmanual/>

POLICY/PROCEDURE

1. One individual shall be designated as the account manager for each account. The account manager shall be considered the principal signature authority for transaction approval for the account. The account manager is responsible for all activity on the account. This includes ensuring that activity is approved, appropriate, timely, and complete. The department head or principal investigator has implied signature authority on documents where written signature is utilized.
2. **At no time should any employee sign someone else's name on documents.** If the account manager is not available to sign there are three options:
 - a) Wait until the account manager returns.
 - b) Have alternate signatures for accounts.
 - c) The Chair can also sign on any account as a last resort.
3. Alternates of Signature Authority for Expenditures on an account.
 - a) The account manager may designate signature authority on an account to no more than three alternates. At anytime you may add or delete signatures.
 - b) Designation of signature authority alternates may be accomplished by completion of Part III of the *Signature Authority Form* and execution in the space provided by the designated alternate(s).
 - c) The completed form should be sent to the AFS Business Office.

Attachment: *Signature Authority Form*

Effective Date:	<u>4/1/07</u>	Replaces:	<u>New</u>	Review Date:	<u>FEB ANNUAL</u>
Responsibilities:	Review-	Chair & Administrative Counsel	Policy/Procedure-	AFS Business Office	
Approved:	<u>Kevin Pond</u>				