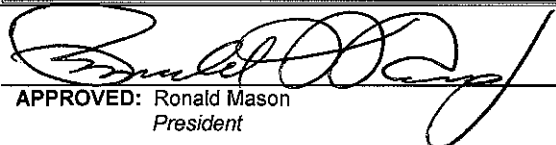


**JACKSON STATE UNIVERSITY
DIVISION OF BUSINESS & FINANCE**

POLICY #:	
TITLE OF POLICY	SIGNATURES BY PROXY
DATE SUBMITTED:	9/11/08
RESPONSIBLE DEPARTMENT & OFFICER:	
Dept Name:	Finance & Operations
Responsible Officer:	Troy Stovall
Responsible Officer's Title:	Senior Vice President
Phone:	601-979-3060
Email:	troy.a.stovall@jsums.edu
POLICY IMPACT	<input checked="" type="checkbox"/> University-wide <input type="checkbox"/> Divisional <input type="checkbox"/> Departmental
POLICY TYPE	<input checked="" type="checkbox"/> New <input type="checkbox"/> Revised
REASON FOR POLICY (Please explain in detail the issue that this policy seeks to resolve)	Particular key personnel who have signatory authority are occasionally absent from their normal tasks and duties. Therefore, alternate signatures and/or electronic approvals are needed to continue the mission of the University.
EFFECTIVE DATE	10/1/08
POLICY STATEMENT	<p>The policy is implemented to allow the utilization of alternate signatures for functions and/or expenditures i.e. travel authorizations and reimbursements, purchase requisitions, budget transfers, personnel actions, etc.</p> <p>Individuals who grant their signature authority to other individual(s) either temporarily or continuously will provide documentation of such to the respective departments i.e. University Strategic Sourcing Services, Office of Budget & Financial Analysis, Office of Sponsored Programs, Grants & Contracts, etc. respective to the approved signatory authorization policy or by proxy with the implementation of on-line approvals.</p> <p>The individual granting this request will assume all responsibilities for any fraudulent activity that may occur in granting other individual(s) signatory authority.</p>
EXCLUSIONS	N/A
DEFINITIONS	
PROCEDURES	The individual who grants their signature authority must complete and forward a Proxy Authorization Form to the respective departments indicated on the form. For example:
ADDITIONAL INFORMATION	N/A
APPENDICES, INCLUDING FORMS & INSTRUCTIONS (Please attach.)	Required Minimum Signature Levels


 APPROVED: Ronald Mason
 President

9.23.08
 Date