



FISCAL GUIDANCE MEMORANDUM

TO: Vice Chancellors, Deans, Directors and Department Managers/Chairpersons

FROM: Patricia Overko, Controller & Director of Fiscal Operations

DATE: December 8, 2020

SUBJECT: **New Signature Authorization Process**

The Controller’s Office is responsible for the enforcement, review and update of campus internal controls, one of which includes maintaining the records of spending authority delegated by the Chancellor to Vice Chancellors, Deans, Directors and Department Managers/Chairpersons¹. This process, also referred to as the “signature authorization” process, requires records to be updated regularly for any changes.

To improve the administrative efficiency for updating department spending delegations, the Controller’s Office is implementing a new signature authorization process. Starting this fiscal year and going forward, the Controller’s Office will refer to the signature authorization record (currently FY20) and only require updated forms from departments when the following applies:

- Change in delegation from the Chancellor or change as result of a newly hired VC, Dean, Director or Manager/Chairperson
- Addition, removal or change of individuals granted signature authorization
- A newly created department

Departments that require updates should send a request for signature authorization forms to the Controller’s Office by sending an email to Controllers.Office@umb.edu with the subject line ‘Signature Authorization Form’. The request should include the department name(s) and ID(s) for which an update is requested. The Controller’s office will produce reports of current department records as requested and email them to the requestor.

Forms should be updated for changes and forwarded to the appropriate Finance & Administration Advisory group member as listed below. This representative will review, and upon approval, forward the approved forms to the Controller’s Office using the office email account above.

Academic Affairs	Thomas Miller
Administration & Finance	Individual Directors
Athletics & Recreation	John Pagliarulo
Chancellor’s Office	Anne Riley
Enrollment Management	Michael Todorsky
Government Relations	Noel Cotterell

¹ Individuals that are granted spending authority are responsible for following all university and campus fiscal policies and procedures, including the proper authorization of financial transactions and the security of assets and records. Campus fiscal policies and procedures can be found on the UMB Controller’s Office website.

Human Resources	Heather Batherwich
Office of Diversity & Inclusion	Andrea Macone
Special Events	Allison Duffy
Student Affairs	Janet Wolk
University Advancement	Deirdre McNamee

The Controller's Office will accept forms signed by DocuSign or a scanned signature. If using DocuSign, do not include the Controller's Office as a recipient. Instead, you can download the DocuSign document and attach it to an email to the Controller's Office (Controllers.Office@umb.edu).

If you have questions regarding this process or completing the Signature Authorization form, please contact: **Bobby Kartsagoulis** (Bobby.Kartsagoulis@umb.edu).

Thank you for your attention to this important authorization process. Please keep in mind that any delay in updating the signature authorizations may result in delays related to your financial transactions.