

METROPOLITAN STATE UNIVERSITY *of* DENVER

FUND/ORG - *Banner Finance* SIGNATORY AUTHORIZATION FORM

Purpose of this form: Any University employee who is financially responsible for a department, division, or grant and wishes to authorize payment or financially obligate their department must fill out this form in order to be set up as an authorized signer. This form ensures that Accounts Payable has a record of who is authorized to obligate funds/approve payments for a department and that there is a copy of those employees' signature on file. In addition, this form provides authority to the University's eMarket storefront system and authority to approve Corporate Card transactions. Please review the [Corporate Card Handbook](#) for policies & procedures.

Definitions:

-Authorized signer- a University employee who is granted authority to approve invoices, corporate card transactions, encumbrances, or otherwise commit their department/division/grant to financial obligations.

-Administrative Point Of Contact (POC)-Non Signer- someone who has been given the responsibility of routing financial documents for the department/grant. This person is not authorized to sign any documents but they are the person who receives all requests for invoice approvals, and any other requests for information from Accounts Payable.

-Department Head- a senior officer of the department, i.e. Vice President, Associate Vice President, Director, Dean, or Chair. As referenced in the Handbook for Professional Personnel and the Department of Human Resources, Department Heads have been delegated authority over their departmental budgets as part of their job descriptions. Therefore, they have automatic signatory over their own budgets. HOWEVER, new Department Heads need to submit a form to ensure a copy of their signature is on file.

-eMarket- a web based storefront that provides departments and student organizations the opportunity to accept online payments. Requests for this service is maintained by the Cashiering Office and approved by Accounting Services.

Approval to be an authorized signer must come from the Department Head.

You may have multiple people set up as authorized signers; however Accounting Services contacts the first person listed, and only contacts others if the first point of contact is non-responsive. Therefore, it is necessary to determine the order of any new signers added. Please refer to the existing [signatory log](#), located under Controller News & Updates to determine the order of any new signer added.

Approval to be an Administrative POC-Non Signer can come from any authorized signer.

If you have an administrative staff that is responsible for routing financial documents, and you want Accounting Services to contact them rather than your authorized signer they can be listed as an Administrative Point of Contact (POC)- Non Signer. This person will then receive all communication from Accounts Payable, and the signer will only be contacted if the Administrative POC-Non Signer is non-responsive.

No one can approve their own signatory form

Each person listed on the attached form is strongly encouraged to take the University's purchasing training. (The link is provided below) This training outlines the University's purchasing rules, code of ethics and provides the employee with vital information for conducting purchasing on behalf of the institution.

<http://www.msudenver.edu/controller/resources/training/purchasing/purchasingtraining/>

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Use this form for authorized signers for a NEW or EXISTING Fund or Org. New Fund numbers will be emailed once established in Banner. Please submit the completed form (*originals are not necessary*) by e-mail to Acctsvcs@msudenver.edu.

Add Signer **Remove Signer**

FUND		ORG	
<input type="checkbox"/> New	<u>Existing FUND Number or New FUND Name</u>	<input type="checkbox"/> New	<u>Existing ORG Code or New ORG Name</u>
<input type="checkbox"/> Update		<input type="checkbox"/> Update	
Print Name		Signatures	
1 st signer:			
2 nd signer:			
3 rd signer:			
Administrative POC (non-signer):			

FUND		ORG	
<input type="checkbox"/> New	<u>Existing FUND Number or New FUND Name</u>	<input type="checkbox"/> New	<u>Existing ORG Code or New ORG Name</u>
<input type="checkbox"/> Update		<input type="checkbox"/> Update	
Print Name		Signatures	
1 st signer:			
2 nd signer:			
3 rd signer:			
Administrative POC (non-signer):			

FUND		ORG	
<input type="checkbox"/> New	<u>Existing FUND Number or New FUND Name</u>	<input type="checkbox"/> New	<u>Existing ORG Code or New ORG Name</u>
<input type="checkbox"/> Update		<input type="checkbox"/> Update	
Print Name		Signatures	
1 st signer:			
2 nd signer:			
3 rd signer:			
Administrative POC (non-signer):			

My signature below indicates that the added Authorized signer has read and understood the Purchasing Manual and the Corporate Card Handbook and agrees to be bound by it, and any subsequent amendments or addenda, for as long as they are an Authorized signer for Metropolitan State University of Denver.

APPROVAL:	
Approver Signature	Print Name & Title
ADDITIONAL APPROVAL (If Applicable)	
Approver Signature	Print Name & Title

- No one can approve their own signatory form.
- Approval of new FUND/ORG must be granted by Department Head or one level up.
- Email questions to Accounting Services at acctsvcs@msudenver.edu