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| Title: Authorized Signatures for Fiscal Transactions Policy | Policy Category: Financial |
| Issuing Authority: Administration & Finance | Responsibility: Administration & Finance |
| Publication Date: 11/18/2022 | Next Review Date: 11/18/2025 |

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

Policy Statement/Background:

None

Policy:

- A record of Authorized Signatory must be on file for any account that is going to attempt to process financial transactions.
- Only the Account Director and their associated delegates are authorized to request financial transactions.
- Fiscal offices requiring a record of authorized signature unique to the fiscal transaction are:
 - Accounting
 - Procurement
 - Payroll
- Although delegates have authority to sign off on fiscal transactions, the Account Director retains final responsibility for all transactions on the account. Additions and deletions in the signing authority of individuals on the account require the completion and submission of an updated form.

Accounting Transactions

- Materials and Services Requisitions
- Journal Transfer
- Cash Payment Voucher

Procurement Transactions

- Purchase Requisitions
- Change Order Requests
- Standard/Special Charge Voucher, Independent Contractor Payment Requests

Payroll Appointments

- Only those signatures on file will be accepted on new hire/change forms, indicating fiscal approval for payroll expenditure.

Definitions:

None

Contact:

Additional information about this policy is available here:

Accounting Services

460 Administration Building
Stony Brook, NY 11794
(631) 632-6040

Procurement Office

Research and Development Park, Building 17
Stony Brook, NY 11794-6000
(631) 632-6010

Human Resource Services

West Campus, Health Sciences, and School of Medicine

390 Administration Building
Stony Brook, NY 11794
(631) 632-6161

Relevant Standards, Codes, Rules, Regulations, Statutes and Policies:

- [Stony Brook Accounting Services Website](#)
- [Accounting Forms & Publications](#)
- [Stony Brook Procurement Website](#)

- [Procurement Forms & Publications](#)
- [Stony Brook Human Resources Website](#)
- [Human Resource Services Forms & Publications](#)