



Title: Check Requisition Authorized Signature(s)		Date Created: 26 January 2010
Functional Area: Fiscal Affairs		Last Updated: 15 June 2010
Purpose: To ensure that requisitions have the appropriate number of signatures and authorized approval for processing from the Budget Unit Head		
Documents (Info) Needed:		
Primary Position Responsible:	Accountant, Budget Personnel, and/or Grants	
Reviewed By <or> Reviewed By:	Accountant, Budget Personnel, and/or Grants	
Process Frequency:	Daily	
Prerequisite Process: None		
Subsequent Process: Voucher Entry		

POLICY:

To ensure requisitions have the appropriate number of signatures and authorized approval for processing from the department budget unit head, Savannah State University requires two signatures of approval on check requisitions – requester signature and budget unit head signature -- and, an indication of the budget to be charged for the transaction.

PROCEDURE:

When a check request is submitted to the Office of Fiscal Affairs, the request should have at least two signatures, the requestor and the budget unit head who is the manager over the department being charged. The requestor should indicate the department that is being charged in the area on the purchase/check request that says “DEPARTMENT TO BE CHARGED”. If a department is not indicated on the purchase/check request, the Office of Fiscal Affairs will return the request to the requestor listed on the request.

There are also instances when an employee in one department may prepare a request from another department’s budget. For example:

- The President’s Office prepares a request that Title III has agreed to cover. An individual in the President’s Office is the requestor but Title III is the budget unit head not the President, therefore his signature would be invalid for this budget.

Further, the Vice President’s have the overriding signature over that of any budget unit head’s signature subordinate to them within their respective divisions, if presented.

Finally, if the budget unit head designates someone else to sign in his or her place, the Office of Fiscal Affairs must receive written documentation stating who the designated approver is, the lapse date for temporary designations, and this MUST be signed by BOTH the budget unit head AND the designee.