

Policy Name: Responsibilities Of Authorized Signers
on Grant Accounts
Policy Number: F/UNTHSC/RES/OGCM-017
Scope: All Researchers
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I. POLICY

The name and title of all personnel to whom signature authority has been delegated to approve the expenditure of grant and/or contract funds should be on record in the Office of Grant and Contract Management (OGCM).

It is recommended that each grant and/or contract account have a minimum of two **Authorized Signers**, but no more than four.

II. PURPOSE

To describe the role and responsibilities of **Authorized Signers** relating to the authority to approve the disbursement of funds from grants and contracts.

Authorized Signers are responsible for reviewing disbursement or expenditure requests for compliance with UNTHSC policies and procedures, as well as any applicable external funding agency requirement, e.g., legal and or grant/contract provisions. The Authorized Signer's approval/signature on a disbursement transaction is attestation or certification to the OGCM that:

- a. the transaction has a valid business purpose within the context of the center's purpose, which for a sponsored research center, includes compliance with grant restrictions and other provisions (for additional information on sponsored research restrictions, please call OGCM (x 5073);
- b. the supporting documentation (preferably original) is sufficient for subsequent audit review;
- c. the information provided is accurate to the best of his/her knowledge, including adequate disclosure of any potential conflict of interest (documents must be approved with an original authorizing signature; signature stamps are not acceptable); and
- d. the payment is for products/services already received except for items normally paid in advance such as subscriptions, maintenance contracts, individual book purchases, registration fees, airfares, or arrangements where documented significant economic advantages accrue to UNTHSC from such an advance payment arrangement and is in compliance with institutional policies.