



Signature Cards Policy

Date Amended/Issued: November 1, 2006

In order to comply with federal regulations, only those individuals who have signed the signature card will be able to approve expenses such as check requisitions, purchase requisitions, patient record 93s, departmental amendment requests, expense transfer requests, etc. for that account.

When a new account is established or Sponsored Program Accounting receives a request for a new signature card, the signature card will be mailed directly to the Principal Investigator. At the time the Principal Investigator signs the signature card he/she can designate additional personnel to sign on the account.

No individual may approve his/her own expense report. The Principal Investigator is responsible for approving the expense reports of his/her subordinates. The Principal Investigator's expense report must be approved by his/her immediate superior.

No individual may approve his/her own payroll authorization form. The Principal Investigator is responsible for approving the Employee Information Forms of his/her subordinates. The Principal Investigator's Faculty Payroll Authorization Form must be approved by his/her immediate superior.

To comply with audit requirements, a signature card indicating global signature authority for each department will be issued to the Department Chairperson to sign and forward to his/her Departmental Administrator as an alternate signer.

Principal Investigators will receive automatic access to the Lawson Account Analysis, E-Broadcast, and Monthly Salary Reports for their account. An Accounting Unit Security Access Form should be completed for all other individuals authorized to access these reports.

It is recommended that Department Chairpersons authorize global access to the Lawson Account Analysis, Webfocus, and Monthly Salary Reports for their Department Administrators (email is acceptable).

Completed signature cards should be returned as soon as possible to: Sponsored Program Accounting, Lewis Tower 13th floor at Water Tower Campus.