

SECTION 6: EXPENDITURE AND AUTHORITY

A department chair (or equivalent administrator) is responsible for supervision of departmental funds. This responsibility is subject to approval of the Dean or other appropriate principal administrative officer. The department chair (or administrator) is also responsible for ensuring that all expenditures incurred in accounts under his or her authority are for appropriate and legitimate University purposes. An executive or principal administrative officer may approve expenditure documents for any budget under his or her jurisdiction.

The Controller's Office provides University Purchasing, on an annual or more frequent basis, a list of administrators or designated employees who are authorized to sign expenditure documents. University Purchasing will not accept expenditure documents unless the requestor is on the current list of authorized signatories. It is not acceptable to sign another's name and initial the signature, unless prior approval is noted on the current list of authorized signatories. For additional information on the Authorized Signature form contact Linda Wilson in the Controller's Office wilsonl@gonzaga.edu.

Upon the establishment of a Restricted or Agency Fund, the applicable agreement form (see attached examples) must be completed by the individual responsible for that fund (department chair, grantee, etc.) Should a new fund be established for a student group (i.e. CLUB) this group must follow the procedure established by Student Development <http://www.gonzaga.edu/Student-Development/Student-Activities/Clubs-Organizations/>.

Delegation of Expenditure Authority

A department chair (or equivalent administrator) may delegate expenditure authority to other departmental personnel, such as the departmental secretary or administrative assistant.

Only the department chair or administrator may delegate expenditure authority. A designated employee may not sub-delegate expenditure authority to another employee.

A department chair or administrator may limit the authority by dollar amount and/or expenditure type. This type of control is implemented by agreement between the department chair or administrator and the employee. Since the list of authorized personnel only includes names, University Purchasing is unable to monitor these types of limits.