



ACADEMY POLICY MANUAL

Policy Title:	Delegated Financial Authority and Responsibilities
Policy Number:	AF 03-002
Policy Administrator:	Vice President for Administration and Finance
Policy Initiator:	Interim Vice President for Administration and Finance, Stephen Garcia
Authority:	Executive Order 1000
Effective Date:	September 27, 2011
Revised Date:	September 27, 2011
Approved:	President William Eisenhardt
Approval Signature:	/s/

Purpose

This policy establishes guidelines/policies in expending most University funds. Effective with Executive Order 1000, the President was delegated authority and responsibility for the effective oversight of all state funds held by the University and all funds held in a fiduciary capacity. Additionally, the University's Chief Financial Officer (CFO) was designated by Executive Order 1000 as the primary campus financial officer in respect to administration of these delegations of authority and responsibility. Specific University employees are identified to have division, college, program, or department financial authority and responsibilities.

Scope

This policy and subsequent guidelines apply to all individuals who have been delegated financial authority and responsibilities in the use of the University funds.

Responsibilities

The University Chief Financial Officer (CFO) and his/her designees are responsible for the administration of Executive Order 1000 and related policies. Addressing violation of Executive Order 1000 and related policies are at the discretion of the CFO in consultation with the division Vice President, other senior administrators, and as appropriate, the President.

Policy

University funds come from a variety of sources, and are accounted for separately. Among the major sources are: state funds, student fees, trust and self-supporting funds (Continuing Education, Parking Services, Student Housing, Student Health Center etc.), gifts, grants and contracts, commercial operations, and state and non-state

capital outlay funds. Funds from gifts, commercial operations, and most grants and contracts are deposited with the California Maritime Academy Foundation and managed there on behalf of the University. The Foundation has their own financial and business operations, and policies and procedures that control the expenditure of funds for which they are responsible.

Within each department that utilizes University resources; specific University employees are identified to have departmental financial authority and responsibilities. The University maintains records of individuals who have authority granted to purchase goods and services through use of the ProCard, on-line ordering or requisition processes, and to approve travel requests, budget transfers and expenditure transfers. The auxiliaries maintain similar information about who is authorized to commit funds housed with those operations.

In accordance with established law, state administrative and education code, Chancellor's Executive Orders, and Trustee and campus policy, this policy governs the responsibilities of individuals who have been delegated financial authority and responsibilities in the use of University funds.