TO: Vice Chancellors, Deans, Directors and Department Managers/Chairpersons
FROM: Leanne Marden, Controller & Director of Fiscal Operations
SUBJECT: Signature Authorization Process & Finance/BuyWays System User Review
DATE: September 25, 2013

Department Managers/Chairpersons maintain the responsibility and oversight of specific university resources and are considered the 'primary signatory authority' for financial transactions against University funds assigned to their department(s).

The execution of that authority takes many forms, for example: approving invoice payments, expense reimbursements and BuyWays requisitions; authorizing budget requests and transfers; signing or approving position releases and personnel actions (PAs); and authorizing check deposits. Approval for these transactions may take the form of either an original signature on a paper document or an electronic approval for online (system) transactions. Whether the approval is on paper or online, all authorized individuals must be listed on the FY2014 Signature Authorization Form.

Therefore, in addition to the FY2014 Signature Authorization process, Department Managers/Chair are requested to review Finance & BuyWays system user access for their respective departments.

Enclosed you will find two (2) activities requesting your response:

(1) Signature Authorization Forms
   • Included: Internal Control Activity Memo & Signature Authorization Forms
   • Activity: Collect signatures of all department signatories
   • Important: Signature authorization/delegation encompasses both paper and online electronic approvals – review respective System User Review forms (#2) to verify all online system approvers are listed as authorized signatories

(2) Finance & BuyWays System User Review
   • Included: Information and Instructions & Finance & BuyWays System User Review forms
   • Activity: Review user access forms for your respective department(s) – note any requested changes/updates on the form
   • Important: All users with authority to approve online transactions must be listed as authorized signatories on the Signature Authorization Form (#1) for the respective department(s)

All completed forms (Signature Authorization and System User Reviews) should be completed and submitted to the Controller's Office no later than October 23, 2013.

Please direct all inquiries regarding the two activities noted above to:

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