

Vanderbilt University Signature Authorization for University Central Instructions for Form 205-2

Who should use this form? Only University Central departments not reporting to the Provost's Office should use the form. All other areas should contact the Decentralized Administrator for the Center(s), SumTo Center(s), or home department(s) on which privileges are needed.

1. Enter the Center, SumTo Center, or Home Department numbers(s). SumTo Centers should be in the Fund Accounting or Structure 5 (Organizational) tree.
2. Circle the appropriate Action Needed (Add, Remove or Change). Circle Add if using Copy or Replace.
3. Replace VUNet ID: If you wish to move signature authorizations from one person to another, enter the VUNet ID of the person whose authorizations should be replaced (source person).

All signature authorization roles will be **removed** from the source person.

4. Copy VUNet ID: If you wish to copy the signature authorizations that another person currently has, enter the VUNet ID of the person whose authorizations should be copied (source person) in this field.

This will have no impact on the authorizations of the person whose VUNet ID is listed (source person).

5. Indicate the forms for which the person listed in the Name field should have final approval authority. In the case of Check Requests, Purchase Requisitions, and Capital Requisitions, indicate the *dollar limit* or "All". **NOTE:** If the form lists an "X" or check mark in this field, a default dollar limit of \$500 will be used.

For eProcurement Reviewer privileges, please indicate "All" or the *dollar amount over* which the person should be able to review eProcurement requisitions. "All" will be used if no amount is listed.

For eProcurement Executor privileges, please indicate the *dollar amount below* which the person should be able to approve eProcurement requisitions. **NOTE:** If the form lists an "X" or check mark in this field, a default dollar limit of \$500 will be used.

6. Obtain approvals as needed.
7. Send the completed and approved form to:

Procurement and Disbursement Services
VU Box 357000 Station B

Segregation of Duties is the concept of having more than one person required to complete a task in order to achieve appropriate levels of internal control. In this instance, appropriate segregation of duties exists when a person cannot create and approve a transaction on a center if he/she also has responsibility for reviewing the monthly accounting reports. In cases where staff size prohibits full segregation of duties, mitigating controls can be put into place to limit the risk. Examples of mitigating controls are having someone with a higher authority level also review the monthly accounting reports, or running a monthly report to view transactions created and approved by the same person. The controls should be documented in the departmental office.

To determine if appropriate segregation of duties exists, the signature authorization form approver should use the Privilege Management application to search for a person's privileges, or contact the requesting department for more information.