Responsibilities of Signatory Officers

Summary/Purpose: The names of all personnel to whom signature authority has been delegated to approve the expenditures should be on record in the Office of Accounting. Each authorized signer is responsible for reviewing disbursement or expenditure requests for compliance with University of Mississippi policies and procedures, as well as any applicable external agency requirements. The approval of a disbursement transaction is attestation or certification to the processing department (e.g. Office of Accounting or Procurement) that:

a. The transaction has a valid business purpose within the context of the cost center’s purpose, which for a sponsored research center, includes compliance with grant restrictions or other provisions;

b. The supporting documentation (preferably original) is sufficient for subsequent audit review, which includes compliance with tax reporting and withholding requirements such as reporting to the IRS of non-employee compensation;

c. The information provided is accurate to the best of his or her knowledge, including adequate disclosure of any potential conflicts of interest; and

d. The payment is for products/services already received except for items normally paid in advance such as subscriptions, maintenance contracts, individual book purchases, registration fees, airfares, or arrangements where documented significant economic advantages accrue to the University from such an advance payment arrangement.