



CAL POLY

Maritime Academy

Policy 102

Delegation of Signature Authority

Section: 100 - General Administration
Responsible Executive: Chief Executive Officer
Responsible Department: Executive Office
First Effective Date: April 17, 2026
Last Reviewed: April 2026
Next Scheduled Review: April 2029

1.0 PURPOSE

- 1.1. To provide guidance on signature authority for documents and transactions necessary in the course of operations of the Cal Maritime Corporation (CMC) and for which signature authority may be designated and by whom.

2.0 BACKGROUND

- 2.1. CMC is engaged in diverse transactions that require prudent control over the authorization to execute documents that obligate the CMC, or that otherwise confirm transactions.

3.0 POLICY

- 3.1. Chief Executive Officer Authority. The Chief Executive Officer is authorized to sign documents required for operations of the CMC, except as have been reserved in other policies by the Board for its approval prior to execution.
- 3.2. Delegations of authority. For practical purposes, the Chief Executive Officer may delegate and limit the signature authority for persons reporting to the Chief Executive Officer through management guidelines issued and maintained by the Chief Executive Officer's office. Signature authority will also be limited and will comply with other policies and guidelines as relevant, particularly the policies related to purchasing, investment and other financial transactions.
 - 3.2.1. The guidelines will provide any delegations of signature authority for, at minimum, the categories of transactions noted herein, and may also delegate signature authority for other types of transactions, as they become known.
 - 3.2.2. These delegations may also allow for designations of authority by authorized individuals to other persons, with any designations provided in writing to the Chief Executive Officer.
 - 3.2.3. The Board of Directors may also delegate signature authority for specific types of transactions as required under other Board policies, or as approved by actions of the Board.
 - 3.2.4. The Chair, Vice Chair or Secretary/Treasurer may sign any document or transaction requiring an officer signature, including resolutions of the Board.
- 3.3. Transaction and Documents. CMC operational transactions and documents for which signature authority may be delegated if in writing in guidelines, include, but are not limited to:
 - 3.3.1. Bank Transactions.
 - 3.3.1.1. Bank and savings account transfers and withdrawals
 - 3.3.1.2. Investment account transfers and withdrawals
 - 3.3.1.3. Letters of credit withdrawals
 - 3.3.1.4. Other investment transactions

3.3.2. Negotiable instruments.

- 3.3.2.1. Commercial checks and automated clearing house (ACH) transactions.
- 3.3.2.2. Payroll checks and ACH transactions.
- 3.3.2.3. Sight drafts.

3.3.3. Contracts.

- 3.3.3.1. Leases
- 3.3.3.2. Licenses
- 3.3.3.3. Memorandums of Understanding
- 3.3.3.4. Contracts with University, or third parties at University's request, or in the course of conducting CMC's ordinary business
- 3.3.3.5. Agreements on behalf of CMC
- 3.3.3.6. Externally sponsored project agreements and awards
- 3.3.3.7. Externally sponsored project proposals approved by University)
- 3.3.3.8. Real property conveyance instruments (to transfer existing trust assets, consistent with trust instrument and board policy)
- 3.3.3.9. Student enterprise agreements

3.3.4. Purchasing and Disbursement transactions.

- 3.3.4.1. Expenditure request/authorization
- 3.3.4.2. Check requests (used when purchase order is not required)
- 3.3.4.3. Purchase agreements
- 3.3.4.4. Confirming requisitions/purchase orders

3.3.5. Purchaser requisitions and purchase agreements by:

- 3.3.5.1. Administration
- 3.3.5.2. Aid to Instruction programs
- 3.3.5.3. University Store
- 3.3.5.4. Campus Dining
- 3.3.5.5. Restricted Funds
- 3.3.5.6. Sponsored Programs

3.3.6. Other.

- 3.3.6.1. Applications for special programs, conferences or workshops
- 3.3.6.2. Contractor's release
- 3.3.6.3. Federal voucher certifications
- 3.3.6.4. Inventories
- 3.3.6.5. Key authorizations
- 3.3.6.6. Personnel forms
- 3.3.6.7. Surveys of equipment
- 3.3.6.8. Tax returns
- 3.3.6.9. State and Federal filings and applications
- 3.3.6.10. Time keeping forms (paper or electronic) and authorizations
- 3.3.6.11. Travel authorizations

4.0 DEFINITIONS

- 4.1. None.

5.0 PROCEDURES, GUIDELINES AND FORMS

- 5.1. The Chief Executive Officer is authorized to establish, procedures, guidelines and forms consistent with and in implementation of this policy.

6.0 COMPLIANCE

6.1. All CMC units, departments and personnel and must comply with this policy.

7.0 REFERENCES AND RELATED POLICY

7.1. CMC Board policies

7.2. Generally Accepted Accounting Principles (*GAAP*)