The American University in Cairo
Financial Policies and Procedures

Policy Number: FPP-DISP-002
Date Issued: September 1, 2003  Effective Date: September 1, 2003
Date Revised: September 1, 2004
Responsible Official: Controller
Approved By: VP Finance

Policy Statement
Each budget center manager shall define on a special form (DASP) the authority profile for that budget center. Completed forms

Definition
- **DASP**: Departmental Authorization Signatory Profile
- **Action**
  - To report a change in an existing profile. “R”/effective date to remove an existing entry and “A”/effective date to add an authorized signatory.
- **Level**
  - From 1—4 with 1 for highest authority, 2 for alternate.
- **Name**
  - The authorized signatory
- **Position**
  - Abbreviated Position title of the authorized signatory
- **Limit**
  - The $ or LE amount a signatory is delegated to authorize. This can be used to provide the Controller’s Office with the alternate authorities during absence from office instead of sending a memo for each absence incident.
- **Document**
  - To avoid unnecessary processing delays please note that the only valid instrument to request a payment is the Manual Warrant (MW). To affect an accounting transfer, please use the Journal Voucher (JV).
- **Specimen Signature**
  - The signature of the authorized person that will appear on the document.
  - NB: initials are not accepted
- **Budget Center Manager**
  - The person to whom the management of a given budget center is assigned. Normally the name of that person is listed in the financial system in front of each ORGN code.

Purpose
To provide a documented uniform system of authorization whereby department and units heads can define who is authorized to approve what and define limits for those authorities. A documented uniform authorization system minimizes financial risk associated with transaction processing, and reduces the number of times a Department Head or an Area Head notifies the Controller’s Office for an alternate signatory during his or her absence from office.
should be sent to all administrative support departments as well as service providers. Verification of transactions shall have to be processed against DASP to ensure that transactions are adequately authorized.

Forms

Departmental Authorization Signatory Profile (DASP).

Policy Guidelines

Responsibilities of the Authorized Signatory

By signing a document, a person declares implicitly that she/he has:

1. Reviewed all the evidential matters (supporting documents) attached to that document and is satisfied that such documents appear to be genuine.
2. Checked the contents of the supporting documents and is satisfied that such contents represent a claim for legitimate University business-related objects.
3. Acted within the authority assigned to her or him, and secured all the necessary prior approvals required such as that of the Area Head or Dean on travel.
4. Satisfied her/him as to the availability of sufficient funds in the related budget line.
5. Assured her/him that the transaction falls within the scope of the University mission and is in conformity with applicable policies and procedures.
6. When a payment is requested for the person who authorizes a document, the document is to be approved by a higher level, i.e. a person cannot authorize for him/herself.
7. Departments that provide services are responsible for establishing an adequate internal system to verify authorization of requisition submitted by other departments.

Maintenance and Updates

The Budget Center Manager who authorizes this Form should notify the Controller’s Office on a timely basis with changes of authorizations resulting from a change in personnel or shift in responsibilities. A new form for the change that needs to be effected should be filled. Changes should have an effective date so that the Controller’s Office can attend to documents in process signed by
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an outgoing employee prior to the effective date.
The Controller’s Office will update the profile with the changes received from departments through the above procedure.
In case of emergency, a Budget Center Manager may contact the Controller or the Associate Controller by phone to effect a change. However, a form will need to be filled and sent to the Controller’s Office within two working days.

**Ordering Blank Forms**

Blank DASP Forms can be obtained from the Controller’s Office in writing (email or otherwise) and the person who receives the form/s should sign for receiving.