Purpose and Scope

Fiscal Agent signature cards are used to provide the University with specimen signatures of persons authorized to sign approvals for expenditures.

For more information contact us
Loretta K. Pienta
A2: FISCAL AGENT SIGNATURE CARDS
Effective Date: 1/07/04
Prior Date: 10/10/03

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Authority & Responsibility

1. The General Accounting section of the Controller’s Office issues the fiscal agent signature cards for new accounts and for changes in authorized signatories on existing accounts.

2. Fiscal agents are responsible for requesting signature cards whenever changes to account authorized signatories have occurred.

3. The Director of Financial Affairs/Controller is responsible for advising the Procedures and Systems Analyst of all changes to this procedure.

For more information contact us
Loretta K. Pienta

Return
**A2: FISCAL AGENT SIGNATURE CARDS**  
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Reference

*Fiscal Agent Handbook, M42: Fiscal Agent Signature Card*

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Loretta K. Pienta
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Definitions

Fiscal Agent: The University employee who has been designated as the responsible officer for the financial administration of an account.

Status Employee: A non-probational permanent employee of the University.

Information Agent: The person to whom the fiscal agent reports.

Area Executive Officer: President and Vice Presidents

For more information contact us
Loretta K. Pienta
Signature Card Policies

- All signatories must be University employees in status positions; signatures of people with part time appointments or consultants will not be allowed.

- The responsible person in charge of an account must sign as the primary authorized signatory on the signature card line for Fiscal Agent. Fiscal agents and alternate signatories have the same signing authority. The alternate signatory is generally expected to report directly to the primary signatory or be at a level above that of the primary signatory.

- Signatories can be authorized for Printing Services Request and Mail Usage Voucher expenditures. These signatories generally must work in the unit.

- The Project Director for a grant is expected to sign as the primary authorized signatory for that grant. Authorized alternate signatories and signatories for routine expenditures are expected to work in the same department as the grant's Project Director, except where the grant crosses departmental lines, in which case, the Project Director will make all applicable decisions.

- No substitutes for the signatures of the Dean or Division Head and the Area Executive Officer will be permitted, except as required in their absence and in conformance with previously approved alternate signatures.

- The practice of signing someone else’s name on documents, whether initialed or not, will not be permitted. In such cases, the document will be returned to the unit without action.

- Signatories must date all documents as required.

For more information contact us
Loretta K. Pienta
Requests for fiscal agent signature cards should be directed to the Controller’s Office, General Accounting, email: F-Lenon@neiu.edu or call: X5135.

For more information contact us
Loretta K. Pienta
A2: FISCAL AGENT SIGNATURE CARDS
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Process

1. General Accounting
   a. Mail two fiscal agent signature cards, the *Application for Account Number* and an instruction sheet to the fiscal agent of each new account.
   
   b. Mail, to the requestor, two fiscal agent signature cards for each account needing changes/additions to the signatory authorizations and an instruction sheet.

2. Requestors
   a. Request additional fiscal agent signature cards for existing accounts by email to: F-Lenon@neiu.edu or phone: X5135.
   
   b. Ensure the preparation of all fiscal agent signature cards in accordance with the instructions in M42 of this handbook.

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Requests for Exceptions

All requests for exceptions to these general signature card policies must be made in writing to the Director of Financial Affairs/Controller.

For more information contact us
Loretta K. Pienta
### Purpose and Scope

Persons who attempt to manipulate the system so as to circumvent these policies will be subject to the loss of fiscal authority for their area.

**For more information contact us**  
Loretta K. Pienta
1. Fiscal Agent Signature Card
Signature cards are color-coded for visual reference to vice presidential areas. The table shown below explains the color-coding scheme.

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<th>Vice Presidential Area</th>
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<td>Academic Affairs</td>
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<tr>
<td>Yellow</td>
<td>Student Affairs/Public Affairs</td>
</tr>
<tr>
<td>Pink</td>
<td>Finance and Administration</td>
</tr>
<tr>
<td>Blue</td>
<td>President, Agency, General University</td>
</tr>
<tr>
<td>Salmon</td>
<td>Marketing and Communication</td>
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For more information contact us
Loretta K. Pienta
2. Instruction Sheet

Instructions: Fiscal Agent Signature Card

1. If available on the card, check to add new names only or to add new names and revoke all previous account authorizations.

2. **Account No.:** Enter the account number for which this signatory is authorized.

3. **Account Name:** Enter the name of the account for which this signatory is authorized.

4. **Fiscal Agent Signature:** The status employee responsible for the account signs this space as the fiscal agent.

5. **Fiscal Agent Type or Print Name/Print:** Type or print the name of the fiscal agent.


7. **Title:** Type or print the title of the fiscal agent.

8. **Alternate Signature/Alternate:** The status employee having signature authority for the account in addition to the fiscal agent signs this space as the alternate.

9. **Alternate Type or Print Name/Print:** Type or print the name of the alternate.


11. **Title:** Type or print the title of the alternate.

12. **Info Agent Type or Print Name/Print:** Type or print the name of the information agent.

   The information agent has no expenditure authority. The name is provided here for information purposes only.


14. **Signature:** The person authorized to sign for Printing Services Voucher and Mail Vouchers signs this space.

15. **Date/Print:** Enter the date that the person authorized to sign for Printing Services Vouchers and Mail Vouchers signs the card/Print the name of the person authorized to sign for Printing Services Vouchers and Mail Vouchers.

16. **Approved by Area Executive Office:** The President or one of the Vice Presidents signs here to authorize the fiscal agent, alternate and the signatory for Printing Services Vouchers and Mail Vouchers.

17. **Date:** Enter the date the Area Executive Officer signed the card.

After all signatures are obtained, forward the card to the Controller's Office, General Accounting.

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For more information contact us
Loretta K. Pienta
Questions

All questions should be directed to the Controller’s Office, General Accounting on extension 5135.

For more information contact us
Loretta K. Pienta