**Signature Authority for Depository FSS/PPS No. 03.02**

**and Investment Accounts Issue No. 6**

**Effective Date: 09/18/2023**

**Next Review Date: 11/01/2028 (E5Y)**

**Sr. Reviewer: Assistant Vice President and Treasurer**

**POLICY STATEMENT**

*Texas State University will establish protocols to ensure security, accountability, and proper management of depository and investment accounts.*

1. **SCOPE**
   1. The purpose of this policy is to define policies and procedures for depository and investment accounts in the name of Texas State University.
   2. This policy applies to accounts at commercial banking institutions and investment accounts.
   3. The [Texas State University System (TSUS) Depository Funds Policy](http://www.tsus.edu/about-tsus/policies.html) provides the overall guidance for maintaining depository accounts.
   4. The [TSUS Investment Policy provide](https://www.tsus.edu/about-tsus/policies.html) overall guidance for maintaining investment accounts.
   5. Accounts may be opened, closed, or renamed in the name of Texas State with written approval of the executive vice president, Operations, and Chief Financial Officer.
2. **PROCEDURES FOR SIGNATURE AUTHORITY**
   1. Only regular Texas State employees may have signature authority over university depository and investment accounts.
   2. Signature authority (as evidenced by signature cards) for depository accounts may be established for regular employees only with the authorization of the executive vice president, Operations, and Chief Financial Officer. This authority is to add or delete authorized individuals.

02.03 Signature authority for investment accounts must be requested by letter from the university president to the vice chancellor and chief financial officer. The letter must provide the names of all persons being authorized to conduct investment transactions.

02.04 Investment Account Signature Authority – Positions at Texas State that are authorized to conduct investment transactions include the executive vice president, Operations, and Chief Financial Officer and the assistant vice president and Treasurer.

02.05 Check-signing limits are established by the [TSUS Regents Rules and Regulations, Chapter III, Section 6.6](https://gato-docs.its.txstate.edu/jcr:34a3f1a1-48af-4b2b-9abb-42921fb9ae23/Rules%20and%20Regulations%20May%202018.pdf).

02.06 Check-Signing Authority – Positions at Texas State that are authorized to sign checks include the executive vice president, Operations, and Chief Financial Officer; the associate vice president for Financial Services; the assistant vice president and Treasurer; and the assistant vice president for Financial Reporting & Planning.

**03. REVIEWERS OF THIS PPS**

04.01 Reviewer of this PPS includes the following:

Positions Date

Treasurer November 1 E5Y

**05. CERTIFICATION STATEMENT**

This PPS has been approved by the following individuals in their official capacities and represents Texas State Finance and Support Services policy and procedure from the date of this document until superseded.

Assistant Vice President and Treasurer; senior reviewer of this PPS

Executive Vice President, Operations, and Chief Financial Officer