

University System of New Hampshire
Financial and Administrative Procedures

Title: USNH Signature Authority Guidelines

Procedure: 6-003

Issued By: USNH Financial Services

Approved By: USNH Chief Financial Officer

Issued Date: 7/1/2005

Revised Date: 5/29/2018

Effective Date: 07/01/2018

A. SUMMARY OF ADMINISTRATIVE POLICY

~~6.003~~ USNH

2 General Delegation Guidelines

- a. Delegation is to an individual who holds a status position
- b. Delegation is normally permanent until revoked (if specific circumstances warrant temporary delegation, changes must be requested to revert authority back

3. All delegations are to be reviewed on an annual basis, but will not be re-written unless there is a

- i. purchase or sale of real property
- ii. acceptance of gifts of any type (n.b., Board of Trustee policy restricts this to the Chancellor, the Presidents and in the case of real property, to the Financial Affairs Committee of the Board; See: [ee](#); at UNH, the UNH Foundation may also accept gifts of any type See: [UNH.III.C: UNHF policy on accepting gifts](#))
- iii. hiring outside legal counsel