

## FD-DSA Delegation of Signature Authority .....

.....e-mail to UWWgg\ Yd4 HLa i 'YXi

**This form overwrites all previous signature cards and must be completely filled out. Incomplete Signature Cards will be returned.** State Law requires that you be informed of the following: (1) you are entitled to request to be informed about the information concerning yourself collected by the use of this form, with a few exceptions as provided by law, (2) you are entitled to receive and review that information, and (3) you are entitled to have the information corrected at no charge to you.

Action:							
CC:		Department:		Sub Dept:		Mail Stop:	
Dept Name:							
Signature Authority Delegated	Approver and Sign Fiscal		Approver and Sign Payroll		Approver and Sign Property		Approve and Sign Access Requests
Select							
First Name:				Last Name:			
UIN:				Phone:			
E-Mail:							

If I am receiving delegated signature authority for Property systems, I accept designation as a primary or secondary accountable property officer and assume accountability for the assets belonging to this department. I understand I am under financial liability for loss or damage to the property in this department if the loss or damage results from my negligence, intentional act, or failure to exercise reasonable care to safeguard, maintain and service the items.

I hereby acknowledge responsibility for activity on Texas A&M University System or Agency accounts belonging to this department. I have read and understand section 21.01.03 of the System Regulation and related system and Agency disbursement rules and guidelines. I have received certification for disbursement training or will complete disbursement training within two months. I will approve all fiscal requests, account receivable, accounts payable, budget, travel, purchase documents, accounting or security access, payroll or property requests according to all relevant rules, regulations or guidelines as established by the federal or state government, the Texas A&M University System or any relevant Texas A&M agency.

UIN	Signature	Date
UIN	Department Head, Dean or Director Signature	Date
UIN	Senior Business Administrator, Assistant Dean Signature	Date

## Instructions for completion

This form supersedes all previous forms submitted for each department/sub-department unit. Only one department should be listed. Should this authority include any or all sub-departments within that department, each sub-department MUST be listed on this form or attached. Forms completed with the Department/Sub-department listing DEPT/ALL will be returned and will not be processed.

Completion of this form does not establish any system access nor does it eliminate the need for all Department Heads, Directors or Alt Accountable Property Officers/Primary Departmental Property Contacts to complete a FD-860 form.

This form is the Written Delegation of Authority as requested

1. Action: Choose one
  - a. Add signature authority
  - b. Remove signature authority
2. Select campus code –
  - a. This is essential as many department codes are the same across different campuses.
  - b. This form applies for campuses 01, 02, & 10.
  - c. Forms received without this value entered will be returned for correction.
  - d. For example the financial aid department code for Galveston (FAID) is the same as the department code for College Station (FAID) and you must designate which campus this form applies to.
  - e. **Only One campus code is permitted for each form.** You MAY NOT indicate many campus codes to apply for the same department code.
3. Department: enter the 4-5 character department code as officially listed
  - a. On the FD-860 form or Screen 860 in FAMIS or the Department Code table from Canopy.
  - b. Only one department code is permitted per form.
  - c. You may NOT globally include an entire college or division but must specify each department code.
4. Sub-Department: Choose one:
  - a. You may enter one sub-department code
  - b. You may not enter "ALL" intending to include all sub-departments currently in existence.
  - c. You must specifically and intentionally indicate the sub-department(s) included.
  - d. When new sub-departments are created for any given department a new signature delegation of authority form must be completed and each delegate must be specifically authorized.
5. Mail stop must be included so that any correspondence or confirmation of signature authority can be routed to the correct location.
6. Department name: Please confirm the department as officially listed:
  - a. On the FD-860 form or Screen 860 in FAMIS or the Department Code table from Canopy.
  - b. Only one department code is permitted per form.
  - c. You may NOT globally include an entire college or division but must specify each department code.
7. Signature Authority Delegated: this replaces previous authorities and each selection includes the following:
  - a. Approve or Sign Fiscal – All fiscal documents including but, not limited to payment card purchases, any contract or fiscal payments and reimbursements, all accounts receivable, accounts payable, correction, budget, travel payments or purchases regardless of purchasing system or mechanism (i.e. FAMIS, Canopy, CitiCard, Concur, AggieBuy.)
  - b. Approve and Sign Payroll – All payroll documents or authorizations including but, not limited to hiring or employment contracts, time or leave documents regardless of payroll system or mechanism (i.e. FAMIS, Canopy, LeaveTraq, TimeTraq, TrainTraq)
  - c. Approve and Sign Property – all property and asset documents including annual inventory or transfer of property regardless of property system or mechanism (i.e. FAMIS, Canopy or other.)
  - d. Approve and Sign Access requests – authorizes the approval user access to those systems or mechanisms for electronic systems within the Texas A&M University system including but not limited to electronic or paper access requests (i.e. FAMIS, Canopy, AggieBuy, single Sign On, TimeTraq, LeaveTraq, TrainTraq, Business Objects Warehouse, Maestro, etc., iBenefits)

Please note it is not possible to limit these authorities and they are not dependent on or related to any particular system. If a departments desires to limit the practical access any individual has to a system, that limitation is properly made by restricting their access to that SYSTEM and not to their authority to approve or sign documents in that system. At no time does this signature authority automatically grant any individual users ACCESSs to any system. Selecting fiscal Authority will not cause an individual to be given access to any fiscal system nor will it cause them to be put on or in any approval desk or workflow path.

8. First Name: **as officially listed in SSN/HR/SSO/BPP**.  
DO NOT use the individual's nick-name or "preferred" name.
9. Last Name: **as officially listed in SSN/HR/SSO/BPP**.  
Please do not use the individual's "Preferred Name"
10. UIN: this is REQUIRED.  
Please do NOT use the individuals Social Security Number
11. Phone: where the individual can be contacted
12. E-Mail: so that communication regarding requirement training information can be sent.
13. Please read the acknowledgements in this section. Depending on the authority the individual has been delegated, they may be required to attend disbursement training, FERPA, HIPPA or other training either in a classroom or online as is determined to be appropriate. They are responsible for becoming aware of and abiding by all rules, regulations or laws that may government or approval activities.
14. The individual's signature is required ONLY when accepting delegation of signature authority. It is recommended that upon termination of signature authority the individual signs as well but it is not required. However, the Department head or their delegate MUST complete a DSA form whenever a change is signature authority event occurs.
  - a. When there is a termination of employment
  - b. Change in duties for promotion, demotion, position change etc.
  - c. In the event of prolonged illness or leave
  - d. In the event of the death of the individual
15. The Department Head, Dean or Director **MUST** sign this Delegation of Authority.
  - a. In the event the delegation is for the Department Head, Dean or Direction it is advisable that the supervisor of the Department Head, Dean or Director sign this form.
  - b. It is never permissible for an individual to approve their own authority or delegation unless that delegation has been codified by the Texas State Legislature, the Texas A&M University Chancellor or Board of Regents or President in the form of an official directive or action, Standard Administrative Procedure, Memorandums of Understanding, etc.
16. The Senior Business Administrator or Assistant Dean should sign this form.
  - a. In the event that this position does not exist within the unit, then this signature is not required.
  - b. Where the Department Head, Dean or Director is signing this form for their own delegation, then a second signature by the SABA or Assistant Dean or Supervisor is required.
  - c. It is never permissible for an individual to approve their own authority or delegation unless that delegation has been codified by the Texas State Legislature, the Texas A&M University Chancellor or Board of Regents or President in the form of an official directive or action, Standard Administrative Procedure, Memorandums of Understanding, etc.
  - d. Please be aware that some delegation of authority is strictly forbidden by Texas A&M System rules, regulations or Standard Administrative procedures. (i.e. approval of travel to countries listed as being under a Travel Warning or dangerous/hazardous by the U.S. Department of State may not be delegated and approval of contracts in excess of certain limits may not be delegated.)