Official Functions – Signature Delegation
Effective: December 14, 2015

Delegation to the DMOs

The delegation of approval authority for most categories of regular reimbursements has been extended to the DMOs.

Delegation Limitations & Guidelines

- This signature authority delegation is to the DMO only and may not be delegated further.
  - The only exception is if the DMO is out on business travel or personal leave and has a written delegation of signature authority in place.
  - A copy of that delegation of signature authority should be attached to the Official Function form.
- All deviations from the standard guidelines will continue to require prior approval from the MMS Office of Administration.
- Ensure that your staff submit these forms to you in advance of the event so that you can certify that the appropriate maximums are being applied, funding is available, and meal hosts are pre-advised of the per person maximums.
- Ensure that promptly after the event has occurred, the staff member completes the right-hand side of the Prior Approval Form to reflect the Actual Attendees/Affiliations and Actual Costs and processes the expenses for reimbursement or vendor payment.

Exceptions Requiring a Dean’s Signature

- Official Functions >$2,500 require the pre-approvals of both the Dean and the COO/CFO.
- The Permission to Serve Alcoholic Beverages form requires the pre-approvals of both the Dean and the COO/CFO.
- As you prepare forms for upcoming graduation events, or any events >$2,500, or that require pre-approval of the Permission to Serve Alcoholic Beverages, please be sure to forward the documents to the Office of Administration prior to sending to the COO/CFO (see Section I – General).

Contact

Please contact The Office of Administration for more information and guidance.

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