

STATE CONTROLLER POLICY

SIGNATURE AUTHORITY DELEGATION

- 1) State Controller Signature Delegation.** The State Controller has exclusive authority to delegate his/her statutory approval and signature authority (CRS §24-30-202). Any such delegation is personal to the individual Agency controller or other primary delegate (not the position) and any sub-delegates, and may not be further delegated. Agencies shall request the State Controller's approval to add more delegates or to change delegates for any reason.
- 2) Agency Executive Signature Delegation.** The individual whose position has final executive authority in an Agency irrespective of their title, may delegate their contract approval and signature authority to any individual or position at the Agency they deem proper; provided however, that such delegates may not further sub-delegate their authority. Agencies shall promptly inform the State Controller of any changes in executive signature delegation and submit the OSC approved form memorializing such changes.
- 3) Higher Education Executive Signature Delegation.** For institutions of higher education, the President or Chancellor shall approve an overall delegation plan delineating the authority, if any, of the President's delegates to further delegate executive signing authority. The delegation plan shall be appropriate for effective internal control and efficient operation of the institution of higher education. Institutions of higher education shall promptly inform the State Controller of any changes in executive signature delegation and submit the OSC approved form memorializing such changes.

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State Controller