

## Designated Signer Responsibilities on OSU Foundation (OSUF) Accounts

As a Designated Signer you have been authorized to approve expense transactions regarding scholarships, FS Index Reimbursements, and Direct Payment Request documents for OSU Foundation account(s)

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This designation authorizes you to review and approve expense transactions, as required, and comes with notable responsibility. You are being entrusted to make prudent judgments regarding the use of the donated funds in this/these account(s). It is your responsibility, as a matter of public trust, to lead by example and be knowledgeable of rules and regulations regarding transactions that you approve. Expenditures can be scrutinized by the public and must be able to stand up to the test of public review. The signer sheet parameters, in the electronic signer system, confirm your acceptance of associated fiduciary responsibilities, including knowledge and understanding of all relevant policies and procedures.

Please direct questions of policy regarding the use of Foundation funds to the OSUF Finance department. [POCs: Patti Nowak, Assistant Controller X7-4922, Michael Dickason, Disbursements Coordinator X7-4909, Alec Williamson, Accounts Payable Technician X7-1763, Kim Winburn, Accounts Payable Technician X7-4699, and Kevin Harvey, AVP of Finance X7-1509]

Your signature, or electronic approval, verifies that to the best of your knowledge:

- ✓ You have reviewed the transaction and supporting documentation ensuring that it is sufficient for subsequent audit review – you should request missing documentation be added, if necessary – also, request further documentation or explanation of expenses that appear to be excessive or unusual
- ✓ Verify that the proper Foundation account is being used and that the expense account is proper for the transaction
- ✓ Expenses are legitimate, essential and reasonable
- ✓ Support the mission of Oregon State University
- ✓ Are in accordance with applicable laws, policies, rules and regulations as per the IRS, State of Oregon, OSU, OSU Foundation, and donor intent
- ✓ Are free from fraud, waste, and abuse

### **DO'S**

Review the details: proper Foundation account, proper expense account, adequate supporting documentation

Be familiar with applicable laws, policies, rules and regulations

If you have policy questions contact OSUF for clarification, see POC info above

### **DONT'S**

DO NOT approve your own expense reimbursement – should be approved by your supervisor

DO NOT be a designated signer on an account that you are a majority donor to