

Procedure Type	
<input checked="" type="checkbox"/>	DFA Procedure
<input type="checkbox"/>	Unit-Specific Standard Operating Procedure

<b>Topic:</b>	<i>Obtaining Signature from CFO/Vice Chancellor</i>
<b>Functional Area(s):</b>	<i>All DFA units</i>
<b>Responsible Officer(s):</b>	<i>All</i>
<b>Last Revised Date:</b>	<i>July 2023</i>

## I. Purpose

The purpose of this procedure is to clarify what conditions require the signature of the CFO/Vice Chancellor. Before submitting documents to the CFO/VC, confirm that the CFO/VC's signature is required by policy/delegated authority.

The following resources should be checked to confirm who must sign memos, agreements, etc.:

- UC and UCI Policies
- UC and UCI Delegations of Authority

## II. Definitions/Acronyms

DA - Delegations of Authority: Document that passes authority for making decisions at UC from the Regents and/or the UC President to UC chancellors.

IDA - Irvine Delegations of Authority: Document that passes authority for making decisions at UCI from UCI's chancellors to various named persons.

## III. Roles

### *DFA Cabinet:*

Determines the proper signature authority which will be dependent on the subject matter and scope of the document, agreement, etc.

### *DFA Departmental staff*

Utilizes DocuSign to route documents to all required parties for both signature(s) and for final distribution.

### *Executive Assistant to the CFO/VC*

Files fully executed copies in CFO/VC files.

## IV. Procedure

- Complete document, memo, agreement, form, etc. as required.
- Use DocuSign's functionality to route document for approval, notification, cc's, and final distribution.
- Be sure to include the CFO/VC's executive assistant in the process, at the end of the signing order. Select the "**RECEIVES A FINAL COPY**" recipient action. Click [here](#) for further DocuSign instructions on this step.