

## OBGYN SIGNING AUTHORITY GUIDELINES

**All requisitions in the Department require TWO signatures – this includes JVs, QReqs, TReqs and Honorariums.**

### RESEARCH PGS

#### **First Signature**

The PG Manager or another with signing authority on the PG, such as the Research Coordinator or Manager should be the first signatory. If the Research Coordinator or Manager initiates the form, then the PG Manager must be the first signatory.

#### **Second Signature**

If the Research Coordinator/Manager (or other listed Signing Authority) is the first signatory the PG Manager must be the second signatory.

If the PG Manager is the first signatory, the Division Head must be the second signatory. If the PG Manager is unavailable the Division Head can be the first signatory and the Department Head or Administrative Director will be the second signatory.

If the Division Head is unavailable the Department Head or Administrative Director can act as second signatory.

#### **Reimbursements to Individuals**

If the claim is a reimbursement to the Research Coordinator/Manager then he or she cannot sign off as first signatory. The PG Manager must sign in the first instance and then the Division Head. If the Division Head is unavailable then the Department Head or Administrative Director can co-sign the reimbursement.

If the claim is a reimbursement to the PG Manager he or she cannot sign off as first or second signatory. In this case the Division Head must act as first signatory and the Department Head or Administrative Director as second signatory.

If the PG Manager is unable to sign off on a requisition because he or she is unavailable due to illness or travel, the PG Manager must provide formal delegation of signing authority for duration of each occurrence. This is in accordance with FoM Policy.

### EDUCATION PGS

#### **First Signature**

The Education Manager is the first signatory.

#### **Second Signature**

The Program Director is the second signatory.

#### **Reimbursements and Exceptions**

If the claim is a reimbursement to the Education Manager or Program Director then the Department Head or Administrative Director can sign off as first and/or second signatory. The Department Head or Administrative Director can also sign if either the first or second signatories are unavailable.

Please note that the Saudi fund is not classed as an Education Fund but a Department Fund and should be signed off by the Department Head and the Administrative Director.

## DIVISIONAL PGS

### First Signature

The Division Head is the first signatory.

### Second Signature

The Department Head or Administrative Director is the second signatory.

### Reimbursements

The Administrative Director and the Department Head must sign as first and second signatories for reimbursements to Division Heads.

## DEPARTMENT PGS

The Administrative Director and the Department Head are first and second signatories.

If the claim is a reimbursement for the Administrative Director, the Department Head will sign as first signatory and the second signatory will be the Budget Office in the cluster. *This is the only instance that the Budget Officer should be asked to sign off on any requisitions.*

If the claim is a reimbursement to the Department Head the Administrative Director will sign as first signatory but the requisition must be sent to the Dean's Office for signature by the Dean or his representative as 1 over 1.

Type of Fund/ PG	First Signatory	Second Signatory	Reimbursements/Exceptions
Research	Research Coordinator or Manager, or any of the listed PG Signing Authorities	PG Manager, Division Head, Dept Head or Admin Director	Coordinator cannot sign own reimbursement (PG Manager must sign instead) PG Manager cannot sign own reimbursement (Division Head and then Dept Head or Admin Director must sign)
	PG Manager	Division Head	PG Manager cannot sign own reimbursement (Division Head and then Dept Head or Admin Director must sign)
	Division Head	Dept Head or Admin Director	If Division Head is PG Manager cannot sign own reimbursement (Dept Head and Admin Director must sign)
Education	Education Manager	Program Director	Dept Head/Admin Director can sign for either/or if they are unavailable
Division	Division Head	Dept Head or Admin Director	Division Head cannot sign off own reimbursement (Department Head and Admin Director must sign)
Department	Admin Director	Dept Head	If reimbursement is for Admin Director the Budget Officer will be second signatory.
	Admin Director	Dean's Rep	If reimbursement is for Dept Head Admin Director will sign and the Dean's Rep needs to sign as 1 over 1.