The accountability for the management of financial resources of the university is delegated by the board of trustees to the chief executive officer of the university, the president. He or she is the individual ultimately responsible for carrying out the directives of the board and its policies. Additions to and revisions of the policies of the university are acts of the president, although the president may from time to time delegate authority for development, maintenance and enforcement of certain policies to others.

The board of trustees has delegated to the president the responsibility and the authority to execute and approve contracts, agreements and transactions of a business nature up to a value of $999,999.00 without further board approval provided that such transactions do not violate GGU’s governing bylaws, transaction amounts are within board approved budgets and taking said action is in the best interest of the university. The president has further delegated the aforementioned responsibility and authority to the chief financial officer (CFO).

No vice-president, director, dean, department head or other employee of the university has the authority to sign contracts or other agreements on behalf of the university or any unit, department or division of the university in the absence of a formal delegation of authority as described in the following paragraphs. This policy applies to all documents that obligate the university, irrespective of the title or designation of the document.

The president and/or the CFO may delegate the authority to sign such documents as are related to conducting the normal business operations of the university. This delegation shall be issued consistent with the parameters established in this policy, and addressed only by letter to the chair of the board of trustees and shall be maintained as part of the official records of the board. Any documents signed by the delegated person shall have the same force and effect as if the documents were signed by the president or CFO.

**Procedure for delegation of authority**

Delegations of authority are limited both in scope and number. Delegations of authority should only be used in the following situations:

- Where the actions to be taken are technical in nature and where it is not appropriate to expect the president to have the knowledge or expertise necessary to take the actions;
• Where the responsibilities of the employee receiving the delegation requires such authority to provide the employee the capacity to carry out his/her responsibilities;
• Where the person receiving the delegation has the expertise to use the delegated authority appropriately and knowledgeably;
• When there is a method in place to insure proper exercise of the delegation of authority including a monitoring and audit system.
• When the effective and efficient operations of the university warrant a delegation of authority.

Delegation of authority shall have defined effective dates and no delegation of authority shall extend greater than two years from the date the form is fully executed. A delegation of authority may be renewed and have such limitations as defined within the scope of this policy.

Because of their specialized nature and regulation by the California State Bar and American Bar Association, law school clinics whose activities involve the representation of clients in legal matters are authorized to enter into retainer agreements and case-related contracts with third parties who are not GGU employees so long as they are consistent with the applicable legal and ethical standards for law practice, do not violate university policies and they incur no financial obligations greater than that included in the approved law clinic budget or paid for by client fees. The law dean shall develop with the clinic directors appropriate monitoring and audit procedures involving State Bar admitted faculty for review of any case-related contracts. Said monitoring and audit procedures shall be subject to periodic review by the President and/or CFO and shall also be subject to annual audit by the university’s independent auditor.