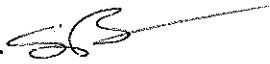




CENTER FOR COMPUTATION
& TECHNOLOGY

Campus Correspondence

To: All CCT

From: Stephen D. Beck, Interim Director 
Jorge Pullin, Interim Co-Director

Date: 8 July 2009

Subject: CCTPS-01 Signature Authorization Policy

The purpose of the CCT signature authorization policy is to create a system where financial obligations are consistently reviewed, approved or denied, and adequately managed. As with all CCT operating policies, CCT's signature authorization policy must be fully compliant with related University policies and procedures.

CCTPS-01

All non-capital, capital, grant and/or contract and personnel actions will be initiated and processed according to LSU policies and procedures. While final internal authorization is the responsibility of the CCT director, the center is implementing the following signature authorization policy, replacing any existing policies:

Final Dean/Director level authorization on all CCT financial commitments on the current CCT operating, capital outlay, and external grant budgets resides with the CCT Director. However, the CCT Executive Director and/or the Business Manager can also provide Dean/Director level signature authority as needed. Finally, on a case-by-case basis when acting in coordination with the CCT Director, Executive Director, or Business Manager, the CCT Assistant to the Director may provide signature authority on behalf of the CCT Director.

This policy should be considered effective as of the date of this memorandum. Any modifications to this policy must be in writing and must be approved by the CCT director.