



UNITED ARAB EMIRATES UNIVERSITY

Section: UNI-GEN
Policy Number: 07
Date Approved: 5 September 2004
Effective Date: 5 September 2004
Date Last Revised: 5 September 2004
Responsible Office: Secretary General

Signing Authority

I. Policy

Signing authority represents the authority to commit and accept costs within a department/unit. All documents with a financial impact on the United Arab Emirates University are required to be signed as evidence of approval.

Signing authority for various University transactions and documents are reflected in the Signature Authority procedure.

II. Application

This policy shall apply to all employees authorized to approve transactions at the United Arab Emirates University.

III. Related Policies

ADM-FIN-03	Accounting System and Processing Accounting Transactions
ADM-FIN-09	Banking and Credit Card
ADM-FIN-10	International Business Travel
ADM-FIN-11	Reimbursement of Travel, Meeting and Other Expenses

IV. Revision History

Date	Revision