

Memo

To: Deans, Directors and Department Heads
From: Judy L. Lilly
Associate Vice President, Network Infrastructure & Services
Date: February 20, 2004
Re: Authorized Signatures - Processing of Interdepartmental Communications Requests

In a recent audit, Internal Audit recommended that Communications Network Services (CNS) rigorously enforce university procedures regarding the verification of authorized signatures on Interdepartmental Communications Requests (ICRs).

University accounting procedures require that an authorized signature, on-file with the Controller's office, be present on each accounting transaction document submitted. A full legal signature is required (no initials). ICRs are university accounting transaction documents and are therefore subject to these procedures.

To comply with university accounting and auditing procedures, CNS will begin checking the authorizing person's signature against those on file at the university Controller's office. ICRs received without the required signature will be returned to the originating department, in accordance with university accounting procedures.

Information regarding the Accounting Approval procedure is available on the Web at <http://www.co.vt.edu/procedures/p10305b.html>. Questions related to the procedure for verifying authorized signatures should be referred to Larry Lawrence of the university Controller's office at 1-8629. Thank you in advance for your cooperation and understanding.