I. Purpose
The purpose of this procedure is to clarify what conditions require the signature of the CFO/Vice Chancellor. Before submitting documents to the CFO/VC, confirm that the CFO/VC’s signature is required by policy/delegated authority.

The following resources should be checked to confirm who must sign memos, agreements, etc.:
- UC and UCI Policies
- UC and UCI Delegations of Authority

II. Definitions/Acronyms
DA - Delegations of Authority: Document that passes authority for making decisions at UC from the Regents and/or the UC President to UC chancellors.

IDA - Irvine Delegations of Authority: Document that passes authority for making decisions at UCI from UCI’s chancellors to various named persons.

III. Roles
DFA Cabinet:
Determines the proper signature authority which will be dependent on the subject matter and scope of the document, agreement, etc.

DFA Departmental staff
Utilizes DocuSign to route documents to all required parties for both signature(s) and for final distribution.

Executive Assistant to the CFO/VC
Files fully executed copies in CFO/VC files.

IV. Procedure
- Complete document, memo, agreement, form, etc. as required.
- Use DocuSign’s functionality to route document for approval, notification, cc's, and final distribution.
- Be sure to include the CFO/VC’s executive assistant in the process, at the end of the signing order. Select the “RECEIVES A FINAL COPY” recipient action. Click here for further DocuSign instructions on this step.