

October 1, 2014

Vice Chancellor-Planning and Budget

Delegation of Authority – Revolving Fund Withdrawal/ Establishment of Bank Accounts

Revolving Fund Withdrawal

In a letter, dated July 8, 2014 ([DA 2584](#)), the President conferred upon each Chancellor the authority to recommend representatives to the Office of the President who may sign checks, drafts or other orders for the payment of money, or initiate electronic transfers of funds against University checking accounts, provided all such representatives are covered by fidelity bond. This authority is derived from the [Standing Order of The Regents 100.4\(pp\)](#). Effective as of the date above, I hereby re-delegate to the Vice Chancellor of Planning and Budget (VC-PB) this authority.

Establishment of Bank Accounts

Per the guidance provided in [University of California Accounting Manual, C-173 Cash Controls, Section III.B.](#), each Chancellor is authorized to recommend to the Office of the President those campus representatives who are authorized to sign on disbursement accounts, to open new accounts, or to change existing accounts. Effective of the date above, I hereby re-delegate to the VC-BAS the authority to recommend to the Office of the President, campus representatives who, on behalf of UC Riverside, are authorized to:

- Sign disbursement checks;
- Open new bank accounts; and
- Change existing UC Riverside bank accounts.

In the absence of the VC-PB and when time is of the essence, then the Vice Chancellor of Business and Administrative Services (VC-BAS) is authorized to act on behalf of the VC-PB. In such an event, the VC-BAS will advise the VC-PB, via email, of the action being taken.

This delegation supersedes all previous delegations on the subject. It may not be further re-delegated.


Kim A. Wilcox
Chancellor

Cc: Vice Chancellor of Business and Administrative Services
UCR Delegation of Authority Coordinator