Authorization for Personnel Transactions Policy

Division: Finance and Management
Responsible Office: Human Resources

Date Established: 04/27/1994
Date Last Revised: 04/24/2026
Date Posted to Library: 04/01/2016

POLICY SUMMARY

This policy outlines the approval authorizations required for processing personnel transactions within SUNY Buffalo State.

POLICY STATEMENT

All personnel transactions must be signed/authorized by the final approver (see Attachment).

The SUNY Board of Trustees has vested authority in the chief administrative officer (president) to authorize particular appointments. Where permitted, the president may delegate authority to vice presidents and deans to improve operational efficiency\

DEFINITIONS

Approval Authority – Permission to approve transactions for execution. This approval attests to the accuracy, validity, and appropriateness of the transaction within the university’s program objectives and budgetary authorizations. Transaction approval may be performed electronically or manually with a handwritten signature.

Internal Control – The integration of the activities, plans, attitudes, policies, and efforts of the people of a department working together to provide reasonable assurance that the department will achieve its mission.

SCOPE & PURPOSE

SUNY Buffalo State executes personnel transactions which obligate university resources. A sound internal control environment requires that only authorized individuals approve transactions. Internal controls help to ensure that transactions are valid, appropriate, and executed in accordance with SUNY and university policies and contractual agreements.

RESPONSIBILITIES

Approver

- Ensure you have the authority to approve the transaction.
- Verify the transaction conforms to SUNY and university policies and contractual agreements.
- Confirm that funds have been allocated.

- Ensure that there is no real or apparent conflict of interest on your part or on the part of any other individual involved in the transaction. If there is, resolve it prior to approving the transaction.

Vice Presidents and Deans

- Responsible for overall operations of their units.
- Delegate approval authority as necessary and appropriate. If a delegate is assigned, maintain a written delegation plan documenting the name and signature of the approver and the scope of delegation.

President

- Delegate approval authority as necessary and appropriate. If a delegate is assigned, maintain a written delegation plan documenting the name and signature of the approver and the scope of delegation.
- Notify or obtain approval from the Chancellor for personnel transactions as required by the SUNY Board of Trustees Policies.

APPLICABILITY

This policy applies to all New York State employees.

RELATED PROCEDURES

SUNY Buffalo State Personnel Forms

APPENDIX/AUTHORITY

SUNY Policies of the Board of Trustees

CONTACT INFORMATION

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APPROVAL

Prior to 2016

REVISION HISTORY

Date of change: 04/16/2026

Brief description of edit: Reformatted to ADA Accessible Template

Date of change: 09/12/2022

Brief description of edit: Revision to signature policy (attachment)

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