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Enclosure 8a

March 3, 2014

MEMO

TO: Members of the Board of Education

FROM: Clark Greene, Authorized Officer 

RE: Signature Authority – Annual Report

DATE: February 24, 2014

In 1998 the Board of Governors for Higher Education delegated to the Commissioner of Higher Education the responsibility for conferring signature authority and approving changes to the lists of those who have signature authority at the institutions and the Office of Higher Education. The Board also required that the Commissioner annually present to it a report on the status of those who possess signature authority.

Accordingly, attached are the current lists of signature authority for each institution and the Office of Higher Education.

Enclosures

RHODE ISLAND BOARD OF GOVERNORS FOR HIGHER EDUCATION

Office of Higher Education

AGREEMENTS AND CONTRACTS

Clark Greene	Authorized Agent
Susan LaPanne	Associate Commissioner, Finance & Management

GRANTS

Clark Greene	Authorized Agent
Deborah Grossman-Garber	Associate Commissioner, Academic & Student Affairs
Susan LaPanne	Associate Commissioner, Finance & Management

PAYMENT FORMS:

Including Office Supplies Order Forms, Audit Notices, Invoice Entry header Forms, Internal Transfer Vouchers, Employee Adv & Expense Report Headers, Direct Pay header Forms, Journal Entry Header Forms

Clark Greene	Authorized Agent
Susan LaPanne	Associate Commissioner, Finance & Management
Robin M. Beaupre	Assistant Commissioner, Budget

PERSONNEL FORMS

Including all personnel forms

Clark Greene	Authorized Agent
Susan LaPanne	Associate Commissioner, Finance & Management
Anne Marie Coleman	Director, Labor Relations

PAYROLL FORMS

Including Payroll Attendance Reports, Automated Payroll Attendance Certificates, Payroll Adjustments

Clark Greene	Authorized Agent
Susan LaPanne	Associate Commissioner, Finance & Management
Robin M. Beaupre	Assistant Commissioner, Budget

ACCOUNTING FORMS

Including Adjustment Vouchers

Clark Greene	Authorized Agent
Susan LaPanne	Associate Commissioner, Finance & Management
Robin M. Beaupre	Assistant Commissioner, Budget

MISCELLANEOUS FORMS

Including Travel Requests, Report of Surplus/Obsolete Equipment, Report of Fixed Assets, Reports of Equipment Acquired

Clark Greene	Authorized Agent
Susan LaPanne	Associate Commissioner, Finance & Management

THE UNIVERSITY OF RHODE ISLAND

APPROVED SIGNATURE AUTHORITIES

- A. Agreements and contracts which promote the objective of the Rhode Island Board of Education and the University, and are consistent with established policies, rules and regulations:

DOOLEY, DOUGAN, DE HAYES, WYMAN, BELL, BARRETT, VALENTINO, SONNENFELD

- B. Documents concerning alcohol custodianship and research contractual agreements:

DE MARCO, NATH, PETELL, SONNENFELD

- C. Business instruments and internal administrative authorizations on behalf of the University of Rhode Island, including the sale, assignment and transfer of securities, checks, drafts, savings and withdrawals and other instruments payable to the University of Rhode Island and to deposit the same:

DOOLEY, BELL, CASEY, MACE, HANSEN, CACCIOLA, WOOD, VALENTINO

- D. Purchasing documents:

ANGELL, GIL, LEE, WYMAN, CARDILLO, CHADWICK, VALENTINO

- E. Personnel action forms and all other personnel forms:

COLEMAN, KENERSON, VALENTINO

- F. Travel, Payroll, and Miscellaneous Vouchers:

BELL, CASEY, MACE, MOORE, STILLER, HANSEN, CACCIOLA, WOOD, VALENTINO

- G. Receiving Reports and Authorization for Payment:

BELL, CASEY, MACE, MOORE, STILLER, HANSEN, CACCIOLA, WOOD, VALENTINO

- H. Negotiation, execution and administration of user agency contracts pertaining to the protection of classified information:

MANCUSO, DOOLEY, DE HAYES, MARINELLI, VALENTINO, SONNENFELD

Effective: November 1, 2013

RHODE ISLAND COLLEGE

Signature Authorities

A. Agreements, contracts and grants:

Nancy Carriuolo	President
Ronald Pitt	Vice President for Academic Affairs
William H. Gearhart	Vice President for Administration and Finance

B. Business instruments and internal administrative authorizations on behalf of Rhode Island College, including the sale, assignments, and transfer of securities, checks, drafts, savings, and withdrawals, and other instruments payable to Rhode Island College and to deposit the same:

Nancy Carriuolo	President
William H. Gearhart	Vice President for Administration and Finance
Paul D. Forte	Assistant Vice President for Finance and Controller
Robert Conrad	Assistant Controller - Bursar

C. Personnel actions forms, all other personnel forms.

Nancy Carriuolo	President in the Absence of:
Ronald Pitt	Vice President for Academic Affairs
William H. Gearhart	Vice President for Administration and Finance
Robert G. Tetreault	Director of Human Resources

D. Payroll vouchers, miscellaneous vouchers, imprest cash fund, internal transfer vouchers, travel vouchers, bond accounts and receipt vouchers direct purchase orders.

William H. Gearhart	Vice President for Administration and Finance
Paul D. Forte	Assistant Vice President for Finance and Controller
Robert Conrad	Assistant Controller -Bursar
Melissa L. Souza	Assistant Controller - Accounting

E. Utility purchase orders, purchase requisitions, direct purchase orders, and other purchasing documents:

William H. Gearhart	Vice President for Administration and Finance
Paul D. Forte	Assistant Vice President for Finance and Controller
Jessica L. Silva	Director of Purchasing

**F. Research & Sponsored Programs
Grants & Contracts**

Nancy Carriuolo	President
Ronald Pitt	Vice President for Academic Affairs
William H. Gearhart	Vice President for Administration and Finance
Lisa Smolski	Associate Director of Research & Grants Administration

**G. Research & Sponsored Programs
Electronic Submission of Grant Applications**

Nedja Petrovic	Grants and Contract Specialist
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Community College of Rhode Island
Signature Authorities

AGREEMENTS, CONTRACTS AND GRANTS:

Ray DiPasquale, President
David Patten, VP Business Affairs
Ruth Barington, Business Manager
Sharon Picard, Controller

BUSINESS INSTRUMENTS and internal administrative authorizations on behalf of CCRJ, including the sale, assignments, and transfer of securities, checks, drafts, savings and withdrawals, and other instruments payable to CCRJ and to deposit

same:

Ray DiPasquale, President
David Patten, VP Business Affairs
Ruth Barington, Business Manager
Ammarie McMahon, Assistant Business Manager
Sharon Picard, Controller
David Rawlinson, Assistant Controller

PURCHASING DOCUMENTS:

David Patten, VP Business Affairs
Ruth Barington, Business Manager
Ammarie McMahon, Assistant Business Manager
Lisa Fontes, Purchasing Officer
Thanly Ryder, Assistant Purchasing Officer

PAYMENT FORMS: Payroll vouchers, miscellaneous vouchers, impress cash fund, internal transfer vouchers, travel vouchers, bond accounts, receipt vouchers, receiving reports and authorization for payment:

Ray DiPasquale, President
David Patten, VP Business Affairs
Ruth Barington, Business Manager
Ammarie McMahon, Assistant Business Manager
Sharon Picard, Controller
David Rawlinson, Assistant Controller

PAYROLL FORMS: Payroll Attendance Report, Automated Payroll Attendance Certification, Payroll Adjustment

**Ray DiPasquale, President
David Patten, VP Business Affairs
Ruth Barrington, Business Manager
Annmarie McMahon, Assistant Business Manager
Sharon Picard, Controller
David Rawlinson, Assistant Controller
Sandra Casali, Payroll Manager**

FEDERAL AND STATE TAX FILINGS

**Sharon Picard, Controller
David Rawlinson, Assistant Controller
Dennis Grassini, Bursar
Colleen Turcotte, Bookstore Accountant**

PERSONNEL ACTION FORMS:

**Ray DiPasquale, President
David Patten, VP Business Affairs
Ruth Barrington, Business Manager
Sheri Norton, HR Director**

STATE PERSONNEL ACTION FORMS:

**Sheri Norton, HR Director
Michelle O'Brien, Assistant HR Director**