

September 28, 2018

**DFA CABINET**

RE: Requests for CFO, Vice Chancellor's Review and/or Signature

An increasing number of documents (e.g. memos, forms, contracts) are routed to my office for review and/or signature. To manage these requests, I am establishing a new process. The goals of this process are to:

- Identify the type of document requiring my signature
- Identify the reason my signature is required by citing protocol, policy, or delegations of authority
- Certify document formatting is correct
- Certify document content is accurate
- Expedite and track the signature routing process

All requests for my signature require a DFA Cabinet Member's signature certifying that you have reviewed the document, the formatting is correct, and the content is accurate. In most instances, a memo (sample attached) may be used to provide a justification for the signature request.

Documents requiring my signature can be delivered in person to the CFO/VC office in Aldrich Hall, Suite 454.

Please share this information with the appropriate members of your team.

Sincerely,



Ronald S. Cortez, JD, MA

cc: Mary Clark, Chief of Staff  
Debbie Hunt, Senior Executive Assistant

Attachment

Sample Request for Signature Memo:

*DEPT LETTERHEAD*

## **Request for CFO, Vice Chancellor Review/Signature**

*Date*

**RON CORTEZ  
CHIEF FINANCIAL OFFICER AND VICE CHANCELLOR  
DIVISION OF FINANCE AND ADMINISTRATION**

RE: *Subject of Request*

*Brief explanation of request and any key points which merit attention.*

Sincerely,

*DFA Cabinet Member Name and Title*

Attachment