

Guidelines for persons authorised to sign on behalf of cost centres within the student budget



Stand: 13.04.2026

Each cost centre has authorised signatories. The group of individuals eligible for authorisation to sign is determined by the Student Parliament as part of a resolution on the student budget or a supplementary budget. Authorised signatories must provide a signature specimen.

By signing, the authorised signatories confirm

- consent to the processing of personal data by the AStA's Finance Department,
- compliance with the statutes and regulations (in particular the Financial Regulations) of the Student Body,
- compliance with current decisions of the Student Parliament,
- the factual and financial accuracy in accordance with the Financial Regulations,
- the economical and prudent use of financial resources,
- to notify the Finance Department of incoming funds in a timely manner,
- not to provide any consideration in return for grants or subsidies,
- to provide all necessary information truthfully,
- to notify the Finance Department of any changes without delay,
- to copy thermal receipts when submitting a claim for reimbursement,
- when using cash books, to submit the cash book receipts by the end of the month,
- when using cash books, to retain individual receipts properly and in accordance with statutory deadlines,
- not to sign applications concerning oneself and to have them signed by another authorised signatory,
- to use the current forms issued by the Student Parliament or the General Student Committee, and
- in the event of reminders, to provide a detailed written explanation of how the situation arose.

Additional agreements are possible and must be made in written form.

The Finance Department is available at any time to answer questions.

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