

Appendix 1 -- Signature Authorization Grid

		Final Authority	Final Authority	Final Authority	Final Authority
		<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Level 4</u>
		<u>President / or VPBA ONLY</u>	<u>VP's and Assoc. & Assist. VP's ONLY</u>	<u>Deans, Exec Director, Sr. Assoc. Directors, Directors, Chairs, Business Managers & Dept. Managers</u>	<u>Other Managers & Select Others</u>
<u>Revenue - Contracts</u>		\$10,000+	<\$10,000	None	None
<u>Revenue - Grants</u>		All	None	None	None
<u>Non Salary Related</u>					
Purchase Order Requisitions & Contract Commitments		\$100,000+	< = \$100,000	< = \$5,000	< = \$1,500
Invoice Expenditures (w/o supporting contract)		\$50,000+	< = \$50,000	< = \$5,000	< = \$1,500
Employee Expense Reimbursements		\$5,000+	< = \$5,000	< = \$2,500	< = \$1,500
Purchasing Card Transactions (underlying policy limits documented)		\$25,000+	< = \$25,000	< = \$2,500	< = \$1,500
Leasing Arrangements (excluding one-time rentals)		VPBA Only	None	None	None
Non P-card Travel Authorization; (One over prior approval necessary)		\$25,000+	< = \$10,000	< = \$2,500	< = \$1,500
<u>Special Cases</u>					
Legal Expenses	Student Affairs(student related), HR (employment related), and B&FA (General) Only - all litigation prior to commitment to be approved by President				
Employee Benefits Payroll and Payroll Taxes	HR Only				
Employee Separation and Union Memos of Agreement	HR Only				
Sale of Assets	Business Affairs Only				
Check Signing and Money Transfers	Business Affairs Only (VPBA and Assoc. VPBA with President and VPAA as backups)				
Stock Gift Acceptances and Sales	Development and BA divisions Only				
Debt Service Agreements and Payments	Business Affairs Only				
Donations to Non Profit Organizations above \$5,000	President Only				
<u>Notes:</u>					
Advanced written approvals need to be obtained for all travel (P-Card non-P-Card)					
P-Card limits do not apply for certain individuals who approve transactions on behalf of others in specific offices.					
All transactions for the Academic Affairs Division require the additional approval of the Academic Affairs Division Business Manager					
All transactions for Grants require the approval of the Associate Director of Financial Planning & Budgeting (Controller's Office).					