

Signature Authority Thresholds

Summary

All documents initiating expenditure of University resources must be approved according to the following schedule:

Signature Authority Thresholds

President	Any operating budget expenditures included in the annual operating budget approved by the Board of Trustees. Any amount for institutional contracts with designated funding source. Any amount for capital projects as long as any projects greater than \$250,000 have prior approval by the Board of Trustees (or assigned Committee) as required by policy.
VP for Finance & Business Affairs	Up to \$150,000 for operating budget expenditures included in the annual budget approved by the Board of Trustees. Up to \$250,000 for institutional contracts and capital projects with designated funding source. Up to \$500,000 for Board of Trustees approved capital projects.
Other VPs	Up to \$75,000
Deans and Directors	Up to \$30,000
Others	Up to \$5,000, if preauthorized by one of the above individuals, the evidence of which is on file in the payments department.

Note: These thresholds apply to transactions that follow prescribed procedures (i.e., Purchases over \$5,000 without a purchase order require additional VP approval).

Description

The signature thresholds have been set to match the assignment of budget responsibility and authority. These thresholds should support the ability of the deans and directors to utilize the resources allocated in the budget planning process in carrying out their departmental goals and objectives. They also allow deans and directors to assign budget responsibility to others for routine operational needs. While the thresholds allow operational freedom, they do require larger non-routine (over \$25,000) items to have secondary approval. The majority of the items in this range tend to be capital acquisitions and large service agreements.

Exceptions are made for deans and directors whose operational responsibility requires routine large expenditures. They are as follows:

The executive director of Computer and Information Systems may sign for the full amount for all telecommunications services once an overall contract has been approved:

- Cellular Telephone Services
- Telecommunication Services
- Long Distance Services
- Paging Services

The director of Facility Management may sign for the full amount for all utilities once an overall contract is approved or the rate is negotiated:

- Electricity
- Natural Gas
- Garbage
- Water
- Sewer
- Hazardous Waste

The director of Human Resources may sign for the full amount for all benefits once an overall contract has been approved:

- Retirement Plan Payments
- Life Insurance Payments
- Disability Insurance Payments
- Medical Insurance Payments
- Dental Insurance Payments

The director of University Services may sign for the full amount for all Sodexo and AT&T Broadband cable invoices once an overall contract has been approved.

The associate director of project design (Facilities) may sign for the full amount of all IKON and Kinkos invoices once an overall contract has been approved.

The above payments are typically routine and contractual in nature (approval is secured prior to activating service) and therefore do not require a purchase order or VP override.