

Delegation of Signature Authority

Revised January 17, 2008

Travel <\$1,000	Approval Level
In-State Travel	Next level supervisor (MPP)
Out-of-State Travel	Next level supervisor (MPP)
International Travel	President

Travel >\$1,000	Approval Level
In-State Travel	Vice President
Out-of-State Travel	Vice President
International Travel	President

Employment & Compensation	Approval Level
Student Assistants	Vice President
Temporary Emergency Hires and Temporary Reassignments	Vice President
Reclassification & In-Range Progressions	Vice President
Employment Extensions	Vice President
Recruitments/New or Replacement (includes long-term temporary)	Cabinet/President
Conversion from Temporary to Permanent Appointment	Cabinet/President
MPP Hires/New or Replacement	Cabinet/President
Retired Annuitant Hires	Cabinet/President
Automatic Temporary to Permanent	Cabinet/President

Procurement for Amounts <\$1,000	Approval Level
General Purchase Requisitions	Individuals authorized on account
Requisitions: Annual Contracts	Individuals authorized on account
Requisitions: Contracts for Services	Individuals authorized on account

Procurement for Amounts >\$1,000	Approval Level
General Purchase Requisitions	Vice President
Requisitions: Annual Contracts	Vice President
Requisitions: Contracts for Services	Vice President
Requisitions: Computer Hardware >\$5,000	Vice President and I&IT Vice President
Requisitions: Computer Software >\$1,000	Vice President and I&IT Vice President
RFP's for all information technology products	Vice President and I&IT Vice President

NOTE: Procurement obtains appropriate signatures on contracts, bids, sole source justifications, etc. to meet legal requirements.