

## Delegation of Signature Authority

Revised March 15, 2006

### Travel

In-State Travel
Out-of-State Travel
International Travel

Next level supervisor (MPP)
Next level supervisor (MPP)
Vice President (President for VP travel)

### Employment & Compensation

Student Assistants
--------------------

Next level supervisor (MPP)
-----------------------------

Temporary Hires & Reassignments
Reclassifications & In-range Progressions
Voluntary Reassignments
Permanent Recruitments/Replacement
Permanet Recruitments/New
Conversion from Temp to Perm Apt.

AVP, Dean or Vice President
AVP, Dean or Vice President
AVP, Dean or Vice President
Vice President
President
President

NOTE: MPP I and II positions require approval of the appropriate Vice President.  
MPP III and IV positions require approval of the President.

### Procurement

General Procurement
Annual Contracts
Contracts for Services
All procurement transactions over \$20,000
Computer Hardware greater than \$5,000
Computer software greater than \$1,000
RFPs for all information technology products

Individuals authorized to sign on the budget
Individuals authorized to sign on the budget
Individuals authorized to sign on the budget
Individuals authorized to sign on the budget
Vice President and I&IT Vice President (or designee)
Vice President and I&IT Vice President (or designee)
Vice President and I&IT Vice President (or designee)

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