



Signature Requirements

Purchase Requisitions

\$1 to \$4,999	Department Chair or Director
\$5,000 to \$9,999	Dean or Executive Director
\$10,000 and over	President or Vice President

Budget Revisions

Between existing object codes within a department budget	Department Chair or Director
Between departments within a division	Dean or Executive Director
Between departments of different divisions	Vice President

Petty Cash Reimbursement \$1 to \$100 Department Chair or Director

Physical Plant Work Request Department Chair or Director

Travel Authorization*

Up to \$4,999.00	Supervisor or Department Chair or Director
\$5,000.00 and above	Executive Director or Dean

Travel Reimbursement Claims Supervisor or Department Chair or Director

Invoices/Payment Requests Department Chair or Director

Time Sheets Employee's immediate supervisor

* Approval of the appropriate Vice President and President is required in addition to other required approvals for out-of-state travel for all employees.