



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* Travel Reimbursement Claims		Employee's immediate supervisor and Department Chair or Director and Executive Director or Dean
Invoices/Payment Requests		Department Chair or Director
Time Sheets		Employee's immediate supervisor

* Approval of the appropriate Vice President (or President for Senior Staff) is required in addition to other required approvals for out-of-state travel for all employees.

Effective: March 1, 2007