

TABLE A
APPROVAL AUTHORIZATION LEVELS (Note 1)

(dollar amounts denote authority up to and including the amount indicated)

	Notes	Level 1 (Note 2)	Level 2	Level 3	Level 4
Budget Modifications					
Budget Modifications		x			
Employment Matters					
Offers of employment; employment agreements		x	x	Only those in Note 3	No Approval Authority
Facilities Management					
Construction management expenditures	Note 4	x	No Approval Authority	No Approval Authority	No Approval Authority
Equipment rentals or purchases		x	As included in the authorized budget and Note 5	\$1,500	
Financing Agreements					
Bond issuances and credit facilities	Note 4	x	No Approval Authority	No Approval Authority	No Approval Authority
Other borrowings or incurring of debt obligations	Note 4	x	No Approval Authority	No Approval Authority	No Approval Authority
Investments					
Fund subscriptions	Note 4	x	No Approval Authority	No Approval Authority	No Approval Authority
Commodities, derivatives and other financial product trades	Note 4	x	No Approval Authority	No Approval Authority	No Approval Authority
Other investments	Note 4	x	No Approval Authority	No Approval Authority	No Approval Authority
Journal Entries					
	Note 6	x	Only CFO	No Approval Authority	No Approval Authority
Lease Agreements					
Facilities		x	No Approval Authority	No Approval Authority	No Approval Authority
Equipment (other than financing agreements)		x	Only CFO	No Approval Authority	No Approval Authority
Payroll					
Approving hours for payroll	Note 7	x	x	x	No Approval Authority
Petty Cash					
Petty cash reimbursement for students	Note 8	x	Only those in Note 5	\$200	No Approval Authority

Establishment of petty cash accounts	Note 8	x	Only those in Note 5	No Approval Authority	No Approval Authority
Petty cash account replenishment	Note 8	x	Only those in Note 5	No Approval Authority	No Approval Authority
Purchasing and Miscellaneous					
Purchase requisitions		x	As included in the authorized budget	\$500	No Approval Authority
Purchase/change orders	Note 9	x	As included in the authorized budget	\$1000	No Approval Authority
Contracts and agreements not otherwise listed	Note 10	x	As included in the authorized budget	\$1000	No Approval Authority
Vendor Payments					
Purchase order invoices		x	As included in the authorized budget	\$200	\$100
Business payment forms		x	As included in the authorized budget	No Approval Authority	No Approval Authority
Payment to persons forms		x	As included in the authorized budget	\$200	No Approval Authority
Request for wire transfers	Note 5	x	Only those in Note 5	No Approval Authority	No Approval Authority
Employee expense reimbursements / travel advances		x	As included in the authorized budget	\$200	\$100
Payroll and benefits related payments		x	As included in the authorized budget	No Approval Authority	No Approval Authority
Other Transactions					
Agreements not involving the transfer of money or assets	Note 11	x	As included in the authorized budget	No Approval Authority	No Approval Authority

Note 1: A multi-year agreement may be signed only if included in the most recent financial plan approved by the Board and may be signed only by a Level 1 or Level 2 person.

Note 2: Certain Transactions also require the approval of the Board of Trustees of the University.

Note 3: In addition to Level 1 and 2 persons, Director of Human Resources and Facilities are authorized to approve offers of employment and employment agreements that are included in the authorized budget.

Note 4: Approval Authority for financing Transactions (i.e., transactions relating to the incurrence of debt) is limited to the President. Certain financing Transactions also require the approval of the Board of Trustees of the University. Financing Transactions are approved and signed in accordance with the relevant Board Resolutions, where applicable, or by a Level 1 person pursuant to a transaction-specific authorization by a Level 1 person enumerated in this Note.