

DELEGATION OF AUTHORITY

Through the Administrative Policies and Procedures Manual, Section 3(c), the President has delegated authority to issue and sign purchase orders to the Vice Presidents, Associate Vice Presidents, Chairs of academic departments, and Directors of administrative departments listed below. They may further delege limited authority as shown.

Position	Purchase Orders	Cash Reimbursements	Change of Budget	TRAVEL
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President	200,000	100,000	over 50,000	foreign, o/s	per Board Rules, the President may designate signature authority for out of state travel but must personally sign all foreign travel
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Signature authority is extended to persons with the following titles with permission of the appropriate supervisor or account manager

Vice President	50,000	2,000	over 20,000	out of state	
Assistant to President	5,000				
Assoc. Vice President	20,000				
Assoc. Vice President/Dean	20,000				
Athletic Director	20,000				
Assistant Vice President	10,000				
Assistant to VP	2,500				
Dean	20,000	1,000	over 10,000	out of state	
Associate Dean	10,000				
Assistant Dean	5,000				
Assistant to the Dean	2,000				
Director	5,000				
Registrar	5,000				
Assistant Registrar	2,500				

Position	Purchase Orders	Cash Reimbursements	Change of Budget	TRAVEL
Associate Director	2,500			
Assistant Director	2,500			
Chair	5,000			
Head Coach	5,000			
Administrator	5,000			
Budget Manager	5,000			
Coordinator	5,000			
Account Mgr (regardless of title)		ALL	ALL	ALL
Assistant Office Manager	2,000			
Admin. Assistant-Sr.	1,000			
Assistant Internal Auditor	1,000			
Administrative Assistant	1,000			
Staff Associate I	1,000			
Staff Associate II	1,000			
Staff Associate III	2,000			
Administrative Technician	500			
Administrative Secretary	500			
Accounting Clerk II	500			
Clerk II	500			
Clerk Typist II	500			
Secretary	500			
Secretary I	500			

Position	Purchase Orders	Cash Reimbursements	Change of Budget	TRAVEL
Secretary II	500			
Secretary III	500			
Staff Assistant I	500			
Staff Assistant II	500			
Staff Assistant III	500			

Signature authority for Purchasing approval on Purchase Orders

Director	100,000
Assistant Director	50,000
Purchaser Asst.	5,000
Purchaser I	15,000
Purchaser I	50,000
Purchaser II	50,000
Purchaser II	50,000

By virtue of the unique scope of job duties, persons in the following positions will have the following signature authority:

Assoc VP, Finance and Operations	50,000
Assoc VP, Information Resources	50,000
Assoc Director, Computer Services	20,000
Director, Library Services	10,000
Director, SHSU Press	20,000
Director, Physical Plant	10,000
Administrator, Contracts & Grants	50,000

Recommendations apply only to purchase orders issued for that person's department. Any voucher presented for payment without a purchase order must have the signature of the person designated on the SHSU Chart of Accounts as the manager for that account. If the amount of a voucher without a purchase order exceeds the amount approved above for that manager, a supervisor of that manager who

has sufficient signature authority must also sign the voucher. The President's signature will be required in this instance for vouchers over \$50,000. If a contract has been approved by the President, Chancellor, or the Board of Regents, payments on that contract do not require additional signatures regardless of the amount.

Any account manager not comfortable with the above schedule may require other signatures within his or her department. The limits recommended above would be those used by Purchasing as approval limits.