

# Delegation of Signature Authority

## Revised July 1, 2014

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Travel	Approval Level
In-State Travel	Next level supervisor (MPP)
Out-of-State Travel	Next level supervisor (MPP)
International Travel	President

Procurement	Approval Level
General Purchase Requisitions	Individuals authorized on account
Requisitions: Annual Contracts	Individuals authorized on account
Requisitions: Contracts for Services	Individuals authorized on account
Requisitions: Electronic & Information Technology	Individuals authorized on account and ATI Coordinator
Requisitions: Computer Hardware > \$5,000	Individuals authorized on account and CIO
Requisitions: Computer Software >\$1,000	Individuals authorized on account and CIO
RFP's for all information technology products	Individuals authorized on account and CIO
Requisitions: Hospitality Items	Individuals authorized on account and Vice President

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